



GL220 Creating and Managing Journal Entries (DBF)

June 2013

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GL220 Creating and Managing Journal Entries (DBF)

Course Overview

Journal entries are created in GEARS one of three ways. First, many journals will be created when financial information is interfaced from modules within GEARS, such as Payables, Billing and Accounts Receivable, using the **Journal Generator** process. Second, corrections, reclassifications, and accruals are entered manually on an ad hoc basis. Lastly, spreadsheet journal uploads are another way to create journal entries, but are typically used when entering a large number of journal entries at once.

The *GL220 Creating and Managing Journal Entries (DBF)* course discusses how to create and manage journal entries online and through the Journal Generator process, and also discusses how to inquire upon journals posted and accounting information in the General Ledger.

Course Outline

The following sections and lessons provide information and step-by-step instructions on creating and posting reclassification journal entries and reviewing ledger balances in the General Ledger:

- Course Audiences and Prerequisites
- Lesson 1: Understanding the Journal Entry Process
- Lesson 2: Creating Journals Online
- Lesson 3: Creating and Using Standard Journals
- Lesson 4: Performing Exception Processing
- Lesson 5: Batch Processing
- Lesson 6: Using General Ledger Inquiries and Reports
- Course Summary

Course Audiences and Prerequisites

Audience(s)

The Judiciary audiences for this course are:

- Department of Budget and Finance (All Offices)

GEARS Role(s)

This course is intended for Judiciary employees with the following GEARS role(s):

- GL Journal Creator DBF

Prerequisites

The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- GL100 Understanding GEARS General Ledger Processes

Lesson 1: Understanding the Journal Entry Process

Lesson Overview

A journal is an accounting entry entered online or input from a GEARS module (e.g., Payables, Receivables) as a Journal to the General Ledger. A journal entry is used to record accounting entries for transactions that are recorded in GEARS. Journal entries are created in GEARS one of three ways. First, many journals will be created when financial information is interfaced from modules within GEARS, such as Payables, Purchasing, eProcurement, Billing, and Receivables, using the **Journal Generator** process. Second, corrections, reclassifications, and accruals are entered manually on an ad hoc basis. Lastly, spreadsheet journal uploads are another way to create journal entries, but are typically used when entering a large number of journal entries at once.

Journal entries are recorded by Judiciary courts and departments, including the Department of Budget and Finance (DBF). When journals are created or edited by non-DBF Judiciary departments or courts, they are initially approved by assigned GEARS users in the associated courts and departments. Final approval and posting of journal entries are made by Department of Budget and Finance (DBF).

General Ledger – Journal Entry Process

The process flow and table below highlights the process for journal entry process.



Process	Description
1. <i>Record Journal Entries</i>	<p>The GL Journal Creator (DBF and Field) records and edits journal entries into GEARS General Ledger.</p> <p>Methods for recording (creating) journal entries:</p> <ol style="list-style-type: none"> 1. <i>Interface</i> – interfaced from modules within GEARS, such as Payables, Purchasing, eProcurement, Billing, Commitment Control, and Receivables, by running the Journal Generator process (batch process) 2. <i>Manual</i> - corrections, reclassifications, and accruals on an adhoc basis 3. <i>Spreadsheet Uploads</i> - typically used when entering a large number of journal entries at once. <p>All errors must be corrected prior to saving the journal.</p>
2. <i>Edit Journals</i>	<p>Before a journal can be posted to the General Ledger, a series of edits must be performed. These edits verify that:</p> <ul style="list-style-type: none"> • Chartfield values are valid • Debits equal credits • Journal entries are flagged for posting to the target ledger
3. <i>Budget Journal Entries</i>	<p>The Budget Check Journals process checks the journal lines for the control budget and reserves the funds.</p> <p>NOTE: This process is only run for journals created in the General Ledger.</p>
4. <i>Approve Journal Entries</i>	<p>There are two levels of approval for journal entries, (1) the non-DBF court approval (GL Field Journal Approver) and (2) DBF approval (GL DBF Journal Approver).</p>
5. <i>Post Journal Entries</i>	<p>Journal entries have to be posted to the Actuals. The Post Journal Entries Journals process is run by authorized GEARS users to post the journals. Posting can be done online or through a batch process.</p>

Lesson Objectives

After completing this lesson, you will be familiar with:

- How journal entries are created in General Ledger
- The process for creating journal entries in General Ledger
- The process for adjusting/correcting journal entry errors

1.1 Reviewing a GL Journal

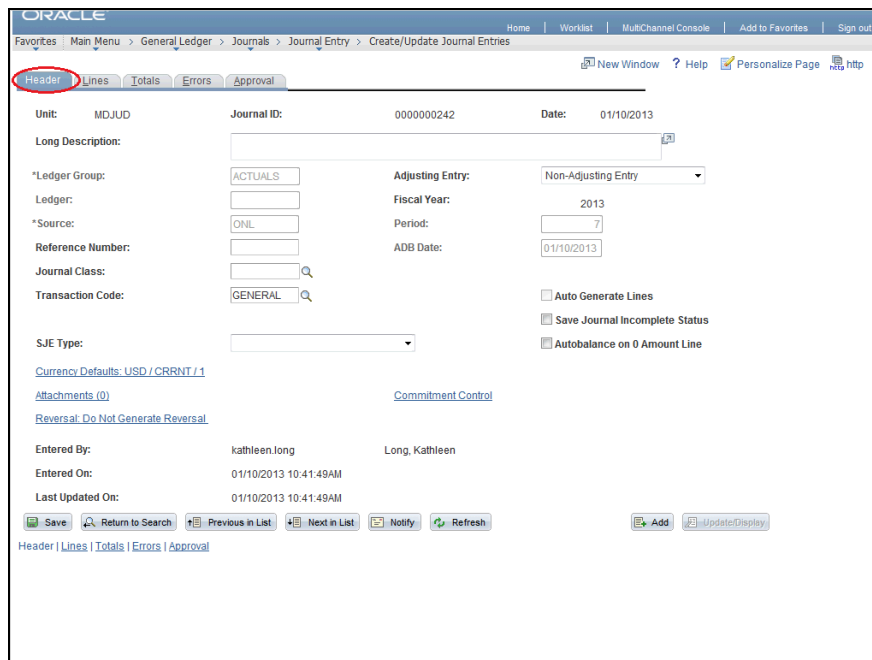
When journal entries are established, accounting information is recorded on the journal header and journal line(s). The journal header stores high-level information about the journal, including journal ID, accounting date, fiscal year, journal source, etc. The journal lines contain accounting information to be posted to the General Ledger (e.g., Unit, Ledger, Batch Agency, PCA, Fund, Account, Program, Appropriation Number, Appropriation Year).

After completing this topic you will be familiar with:

- The components of a journal entry

Procedure

In this topic, you will review a journal entry that has been created in the system.

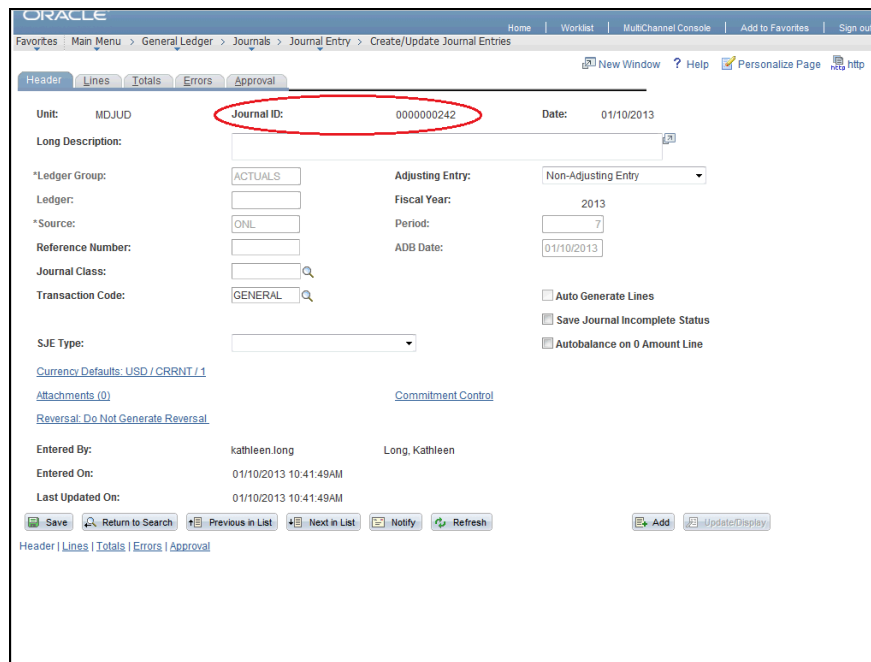


The screenshot shows the Oracle GL Journal Header page. The 'Header' tab is selected and highlighted with a red circle. The page displays various fields for journal entry information:

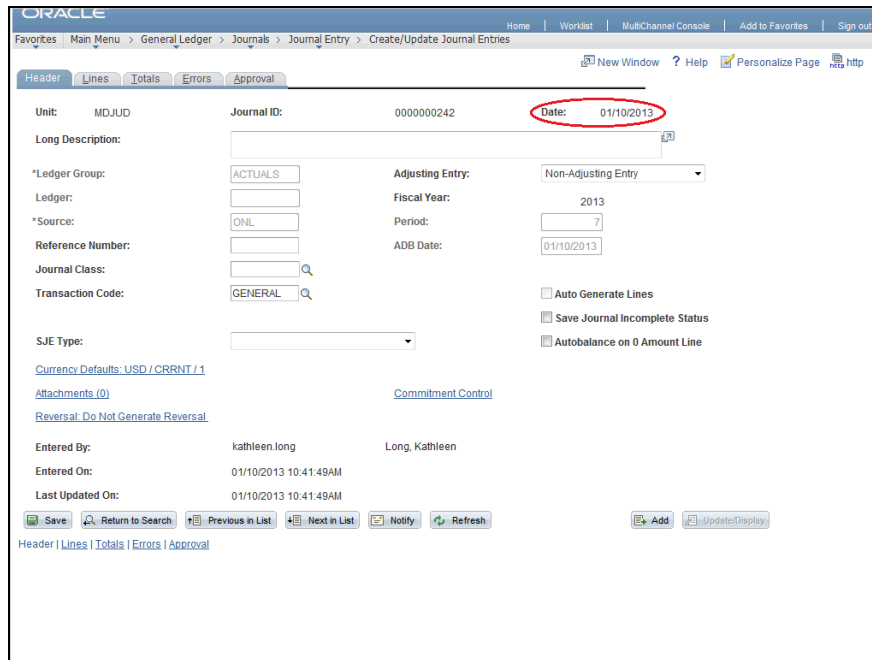
- Unit:** MDJUD
- Journal ID:** 0000000242
- Date:** 01/10/2013
- Long Description:** (empty text area)
- *Ledger Group:** ACTUALS
- Adjusting Entry:** Non-Adjusting Entry
- Fiscal Year:** 2013
- *Source:** ONL
- Period:** 7
- Reference Number:** (empty text area)
- ADB Date:** 01/10/2013
- Journal Class:** (empty text area)
- Transaction Code:** GENERAL
- SJE Type:** (empty dropdown menu)
- Auto Generate Lines:** (unchecked checkbox)
- Save Journal Incomplete Status:** (unchecked checkbox)
- Autobalance on 0 Amount Line:** (unchecked checkbox)
- Currency Defaults:** USD / CRRNT / 1
- Attachments (0):** (link)
- Commitment Control:** (link)
- Reversal:** Do Not Generate Reversal
- Entered By:** kathleen.long
- Entered On:** 01/10/2013 10:41:49AM
- Last Updated On:** 01/10/2013 10:41:49AM

At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. The 'Header' tab is also visible in the bottom navigation bar.

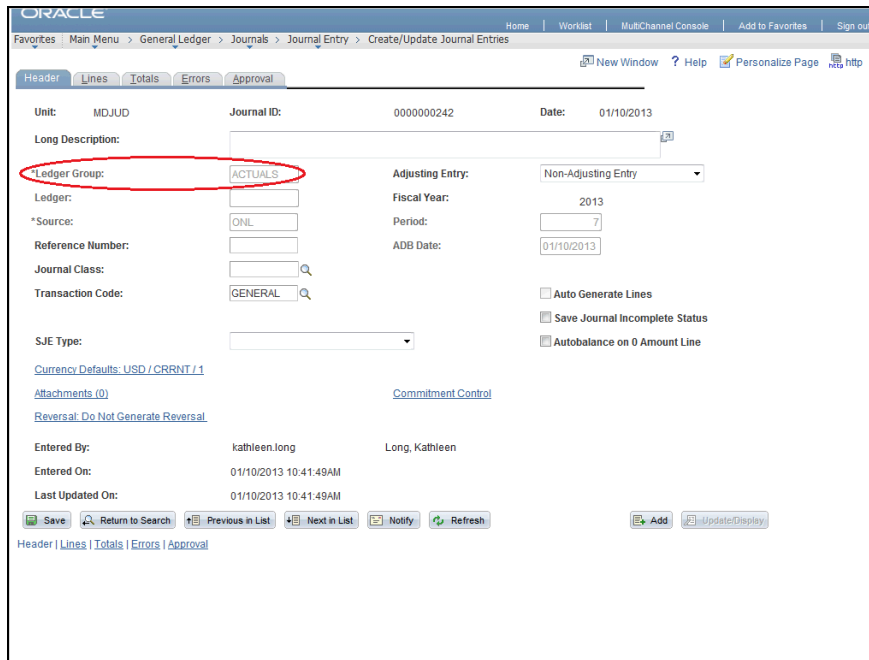
Step	Action
1.	<p>The Journal Header page displays the journal header information for the journal entry.</p> <p>In this example, we are displaying a journal entry for MDJUD Business Unit for Fiscal Year 2013.</p>



Step	Action
2.	<p>Let's take a look at some of the key fields included on the Journal Entries Header page.</p> <p>Once a new journal entry is saved, the system will auto-assign a Journal ID. You can use the Journal ID when searching for journals created in General Ledger.</p> <p>In this example, the Journal ID is 0000000242.</p>

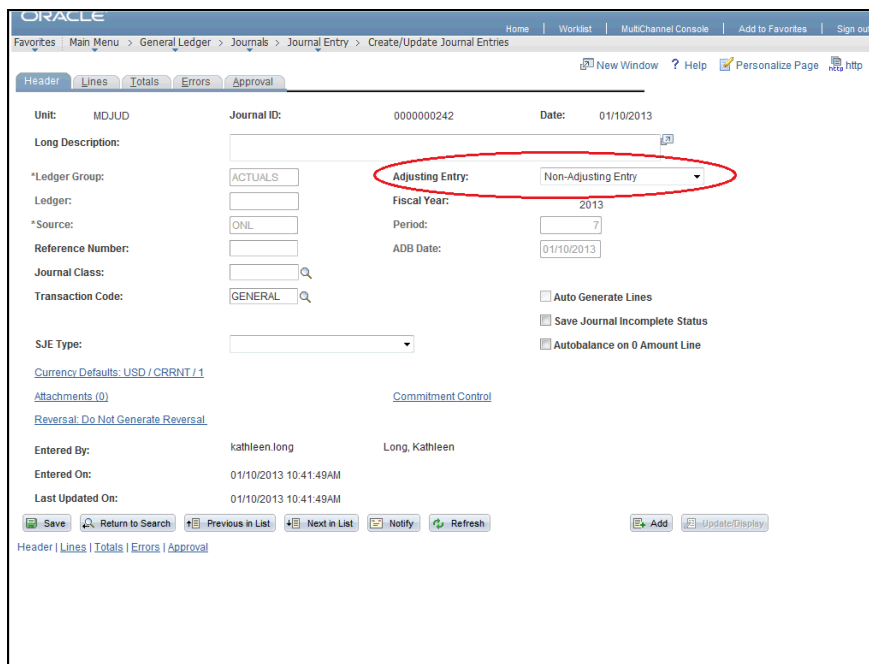


Step	Action
3.	<p>The Accounting Date field indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the General Ledger when the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting.</p> <p>You can use the Journal Date when searching for journals created in General Ledger.</p> <p>In this example, the accounting date for this journal entry is 01/10/2013.</p>



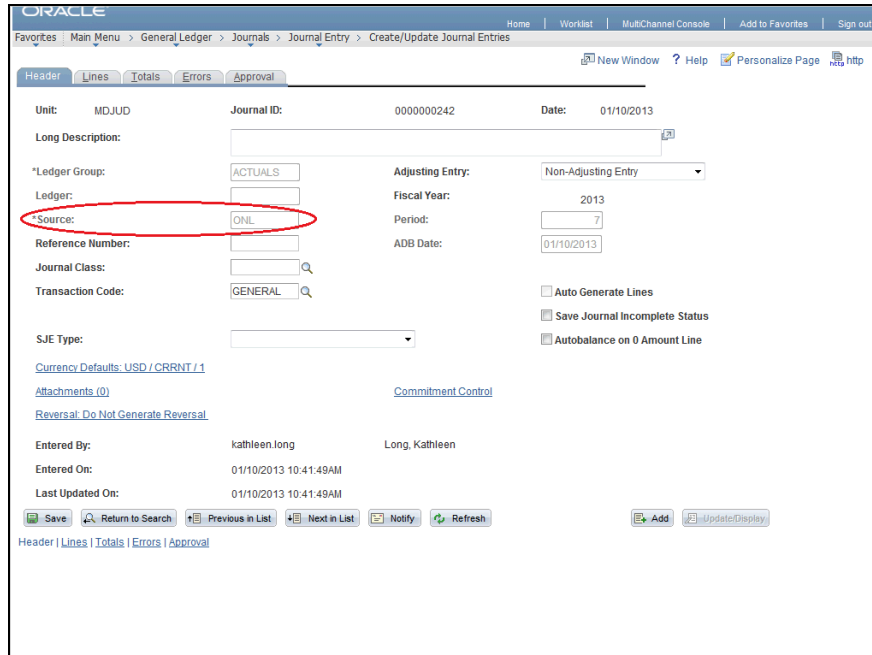
Oracle Journal Entry form showing the 'Ledger Group' field circled in red. The form includes fields for Unit (MDJUD), Journal ID (000000242), Date (01/10/2013), Long Description, *Ledger Group (ACTUALS), Adjusting Entry (Non-Adjusting Entry), Ledger, Fiscal Year (2013), *Source (ONL), Period (7), Reference Number, ADB Date (01/10/2013), Journal Class, Transaction Code (GENERAL), SJE Type, and various checkboxes like Auto Generate Lines, Save Journal Incomplete Status, and Autobalance on 0 Amount Line. It also shows user information (kathleen.long) and timestamps.

Step	Action
4.	<p>The Ledger Group field indicates the ledger group to which the journal entry is posted.</p> <p>In General Ledger, all accounting entries are posted to the Actuals ledger.</p>



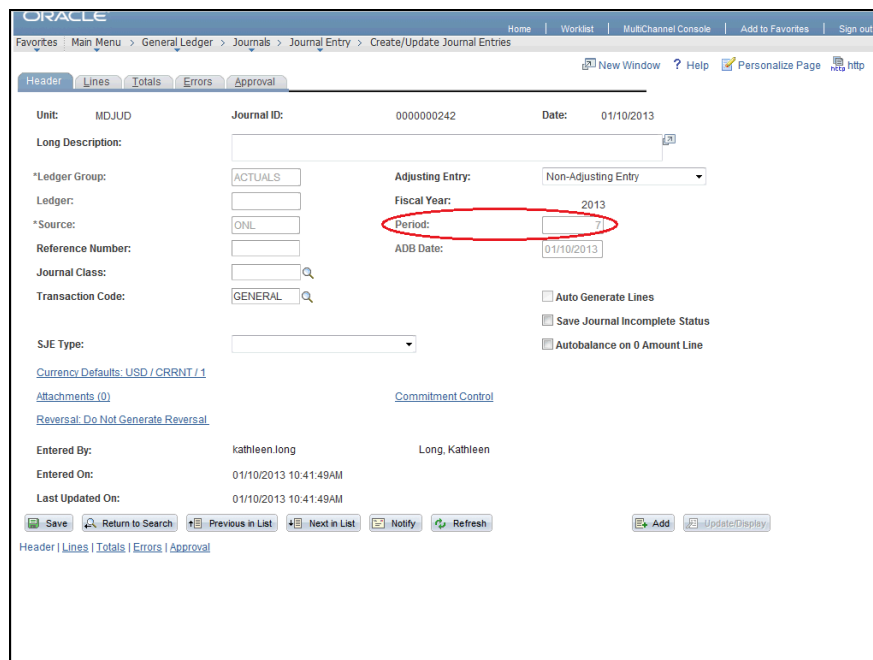
Oracle Journal Entry form showing the 'Adjusting Entry' field circled in red. The form includes fields for Unit (MDJUD), Journal ID (000000242), Date (01/10/2013), Long Description, *Ledger Group (ACTUALS), Adjusting Entry (Non-Adjusting Entry), Ledger, Fiscal Year (2013), *Source (ONL), Period (7), Reference Number, ADB Date (01/10/2013), Journal Class, Transaction Code (GENERAL), SJE Type, and various checkboxes like Auto Generate Lines, Save Journal Incomplete Status, and Autobalance on 0 Amount Line. It also shows user information (kathleen.long) and timestamps.

Step	Action
5.	<p>The Adjusting Entry field indicates the journal entry is a "Non-Adjusting Entry" or an "Adjusting Entry". When a journal entry is a "Non-Adjusting Entry", it is posted into a regular accounting period e.g. 1 through 12. Adjusting Entries are posted into period 998 (sometimes referred to as period 13).</p> <p>In this example, the journal entry is "Non-Adjusting Entry".</p>



The screenshot shows the Oracle Journal Entry form. The 'Adjusting Entry' dropdown is set to 'Non-Adjusting Entry'. The 'Source' field is circled in red and contains the value 'ONL'. Other fields include Unit: MDJUD, Journal ID: 0000000242, Date: 01/10/2013, Ledger: ACTUALS, Fiscal Year: 2013, Period: 7, ADB Date: 01/10/2013, and Transaction Code: GENERAL. The form also includes sections for Currency Defaults, Attachments, Reversal, and Entered By/On/Last Updated On.

Step	Action
6.	<p>The Source field is used to designate the origin of the journal entry. For example, if a journal entry originated in the Accounts Payable module in GEARS, the journal source would be "AP". Most journals will originate through online entry. The source for online entry is "ONL".</p> <p>The values in the Source field are as follows:</p> <ul style="list-style-type: none"> - AM Asset Management - AP Accounts Payable - AR Accounts Receivable - BI Billing - CA Contracts - CLO GL Closing Process - CNV Conversion - EXT External Application - GM Grants Management - IN Inventory - ONL Online - PAY Payroll - PC Project Costing - PO Purchasing <p>In this example, the journal was entered online and the source is "ONL".</p>



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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

New Window | Help | Personalize Page | http

Unit: MDJUD Journal ID: 0000000242 Date: 01/10/2013

Long Description: [Text Field]

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: [Text Field] Fiscal Year: 2013

*Source: ONL Period: 7

Reference Number: [Text Field] ADB Date: 01/10/2013

Journal Class: [Text Field]

Transaction Code: GENERAL

SJE Type: [Text Field]

Currency Defaults: USD / CRRNT / 1

Attachments (0) Commitment Control

Reversal: Do Not Generate Reversal

Entered By: kathleen.long Long, Kathleen

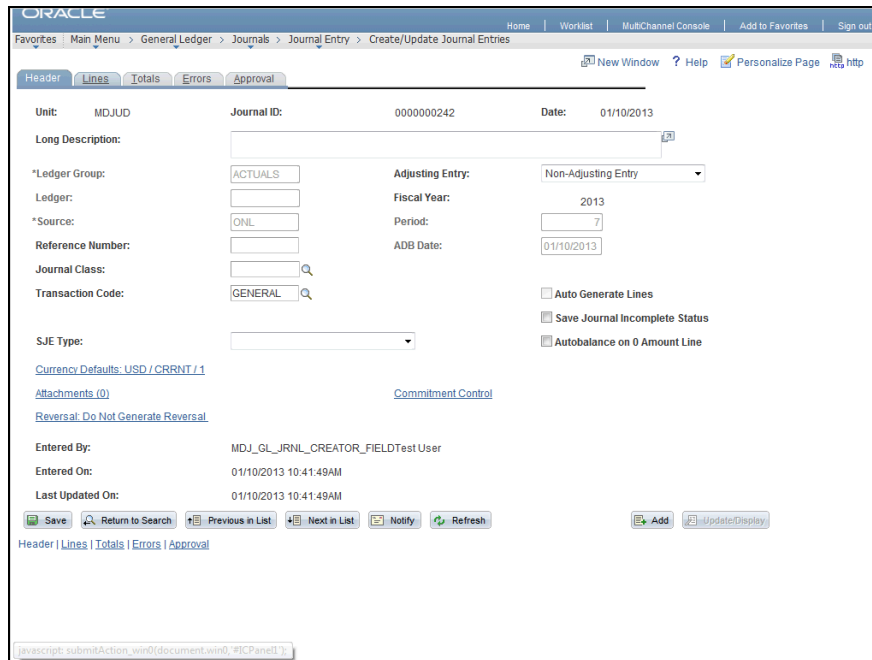
Entered On: 01/10/2013 10:41:49AM

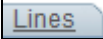
Last Updated On: 01/10/2013 10:41:49AM

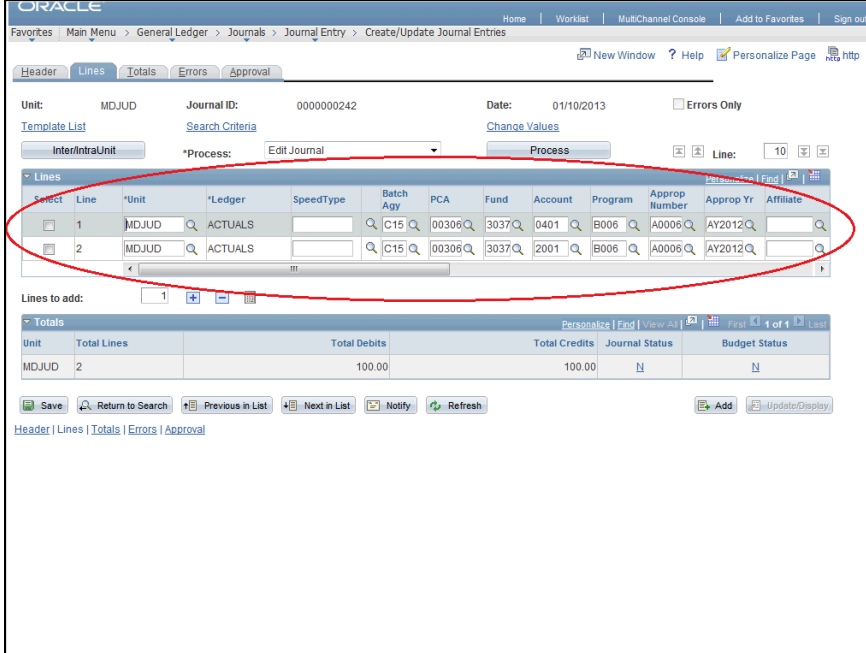
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

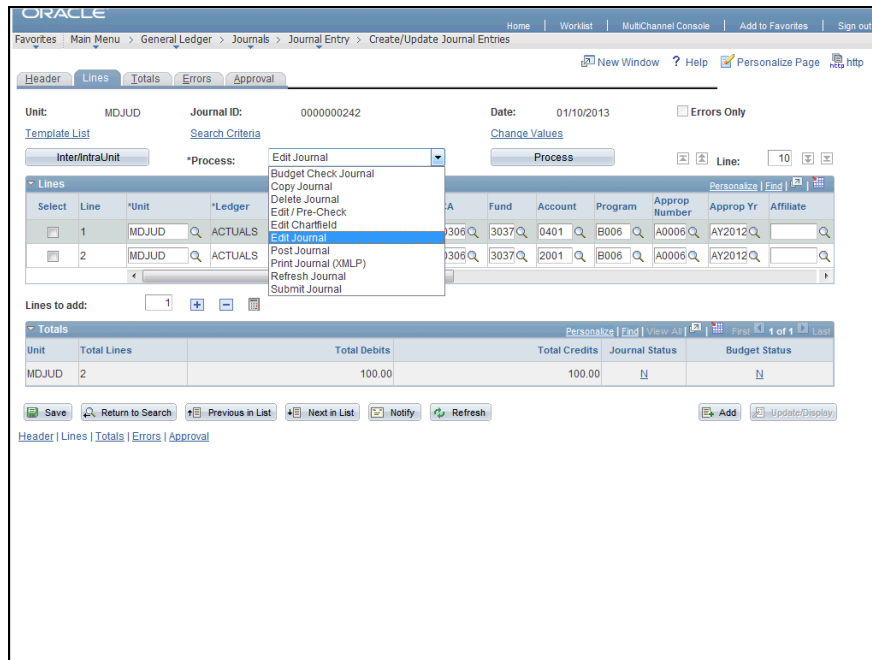
Step	Action
7.	<p>The Period field indicates the period in the General Ledger when the transaction is to be posted.</p> <p>In this example, the Period is Period 7 of Fiscal Year 2013.</p>

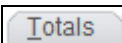


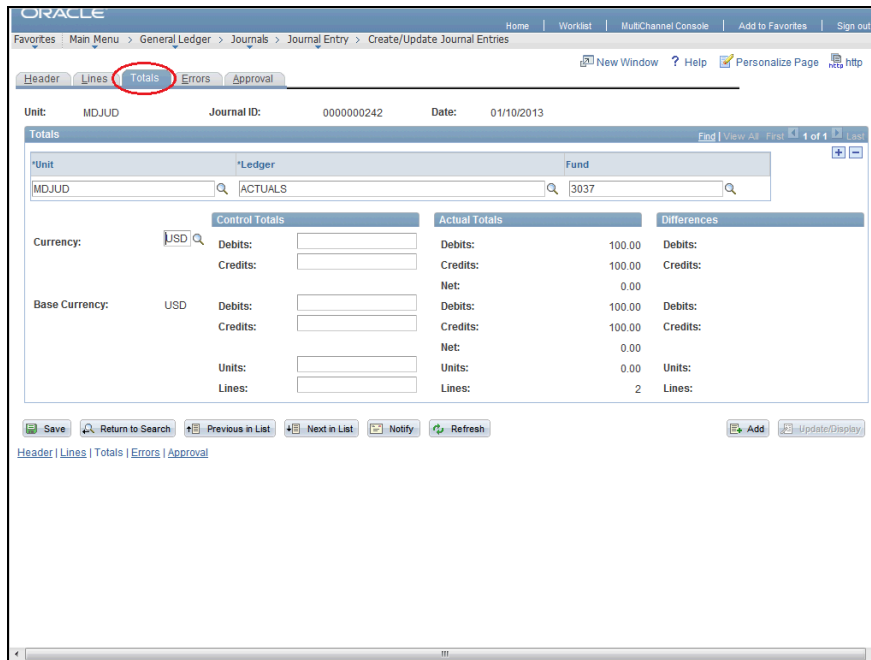
Step	Action
8.	<p>Click the Lines tab.</p> 
9.	<p>The journal Lines page displays the transaction or journal line that is linked to a header.</p>

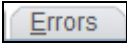


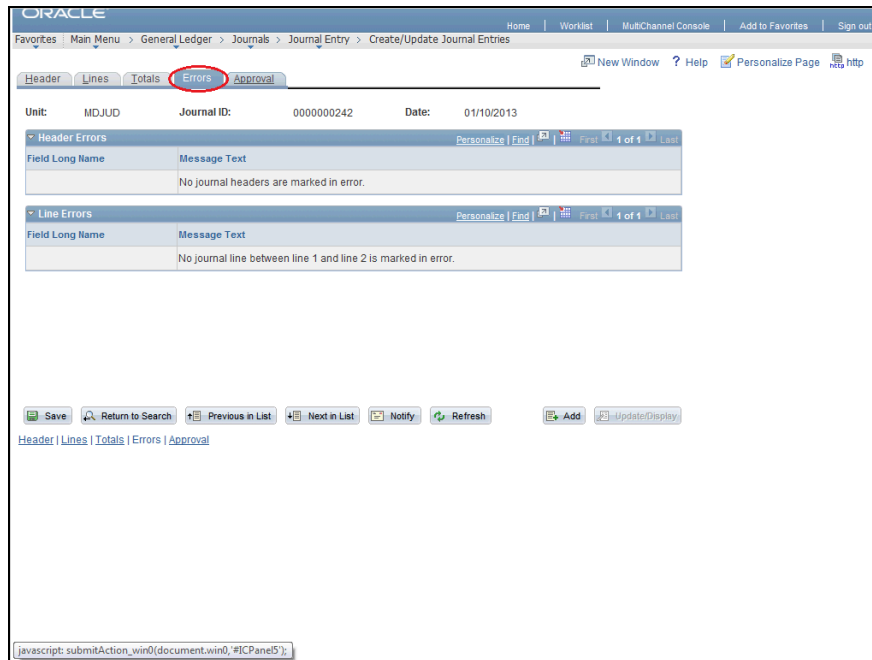
Step	Action
10.	<p>In the GEARS Purchasing, eProcurement and Payables modules, line-level information includes the detailed elements of a transaction.</p> <p>For example, in Purchasing, eProcurement and Payables, lines include the goods or services being requested and how much they cost. In Commitment Control and General Ledger, journal lines contain accounting information to be posted to the budget ledgers and/or General Ledger.</p> <p>In this example, there are two journal lines containing accounting information to be posted to the General Ledger.</p>
11.	<p>The SpeedType field is a shortcut to entering account for transactions. The SpeedType name is equivalent to a PCA value. When GEARS users enter the PCA code in the SpeedType field, the Batch Agency, PCA, Fund, Account, Program, and Appropriation Number fields will automatically populate.</p>
12.	<p>In this example, SpeedType '00306' was entered and the associated codes for Batch Agency, PCA, Fund, Account, Program, and Appropriation Number automatically pre-populated.</p>
13.	<p>The Process field indicates the task to be performed for the journal entry.</p> <p>Click the Process list.</p> <div> Edit Journal </div>



Step	Action
14.	<p>The following list of processes can be performed for a journal entry:</p> <ul style="list-style-type: none"> - Budget Check Journal - Copy Journal - Delete Journal - Edit / Pre-Check - Edit Chartfield - Edit Journal - Post Journal - Print Journal (XMLP) - Refresh Journal - Submit Journal <p>In this example, the "Edit Journal" task was performed for this journal entry.</p>
15.	<p>Click the Totals tab.</p> 



Step	Action
16.	<p>The Journal Totals page is used to specify control debit and credit amounts (optional) and the number of lines. Additionally, the actual debit and credit amounts are displayed.</p> <p>In this example, there are 2 journal lines, (1) totaling, \$100.00 debits and (2) totaling, \$100.00 credits.</p>
17.	<p>Click the Errors tab.</p> 



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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

New Window | Help | Personalize Page | http

Header | Lines | Totals | **Errors** | Approval

Unit: MDJUD Journal ID: 0000000242 Date: 01/10/2013

Header Errors Personalize | Find | First 1 of 1 Last

Field Long Name Message Text

No journal headers are marked in error.

Line Errors Personalize | Find | First 1 of 1 Last

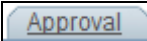
Field Long Name Message Text

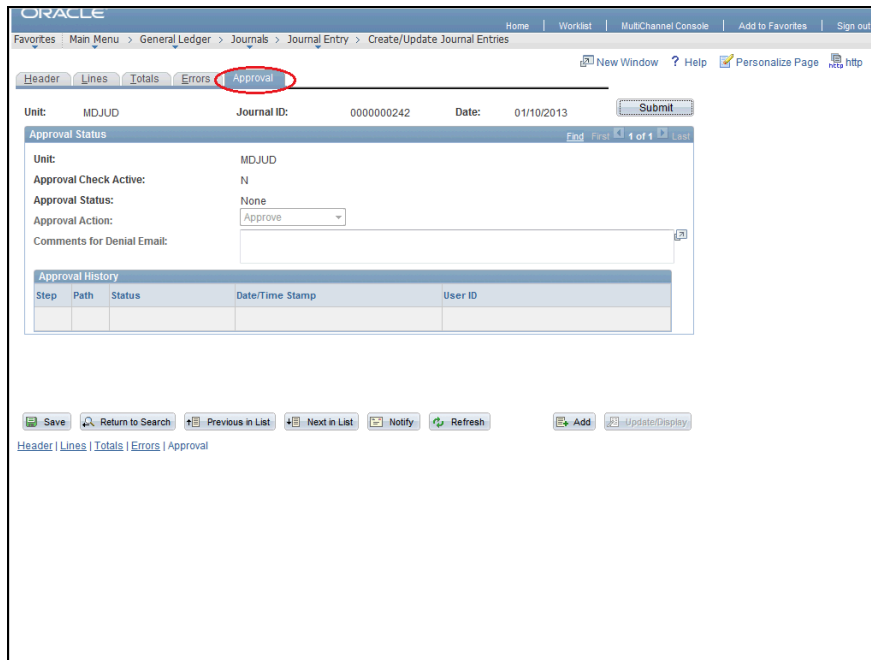
No journal line between line 1 and line 2 is marked in error.

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

javascript: submitAction_win0(document.win0, #[CPanel5]);

Step	Action
18.	<p>The Journal Errors page displays errors that occur when a journal entry has been edited. This page shows header and line errors.</p> <p>Some typical journal errors include:</p> <ul style="list-style-type: none"> - Invalid Chartfield values. - Debits do not equal credits <p>In this example, there are no journal entry errors.</p>
19.	<p>Click the Approval tab.</p> <p></p>



ORACLE
Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Header | Lines | Totals | Errors | **Approval**

Unit: MDJUD Journal ID: 0000000242 Date: 01/10/2013 Submit

Approval Status: MDJUD
Approval Check Active: N
Approval Status: None
Approval Action: Approve
Comments for Denial Email:

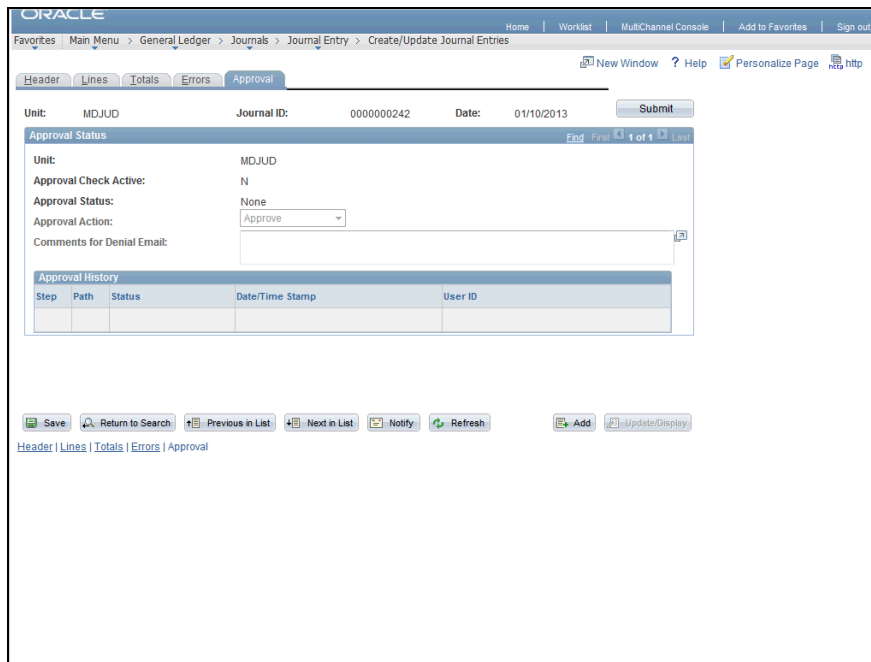
Approval History

Step	Path	Status	Date/Time Stamp	User ID

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
20.	<p>The Journal Approval page is used displays the approval status for the journal entry.</p> <p>In this example, Journal ID 0000000242 has not been submitted; therefore, no approval action has been taken. The approval status field displays "None".</p>



ORACLE
Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Header | Lines | Totals | Errors | **Approval**

Unit: MDJUD Journal ID: 0000000242 Date: 01/10/2013 Submit

Approval Status: MDJUD
Approval Check Active: N
Approval Status: None
Approval Action: Approve
Comments for Denial Email:

Approval History

Step	Path	Status	Date/Time Stamp	User ID

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
21.	<p>You have successfully completed the <i>Understanding the Journal Entry Process</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Review a journal entry - Review the journal header and journal lines - Review the journal process tasks - Identify the approval status of a journal <p>End of Procedure.</p>

Lesson 2: Creating Journals Online

Lesson Overview

In this lesson, you learn how to create journal entries online (manually) in General Ledger reclassifications, adjustments, accruals, one-sided journals and Inter-Agency payment transactions

Lesson Objectives

After completing this lesson, you will be able to:

- Create, edit and post a journal entries using the General Ledger journal entry pages

2.1 Entering a Reclassification Journal Entry

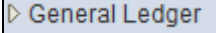
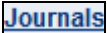


Use a General Ledger journal entry to reclassify a journal that has already been posted to the Actuals ledger. Consider this scenario: In GEARS, accounting periods are opened by module. For example, an accounting period could be open for General Ledger transactions and closed for Accounts Payable transactions.

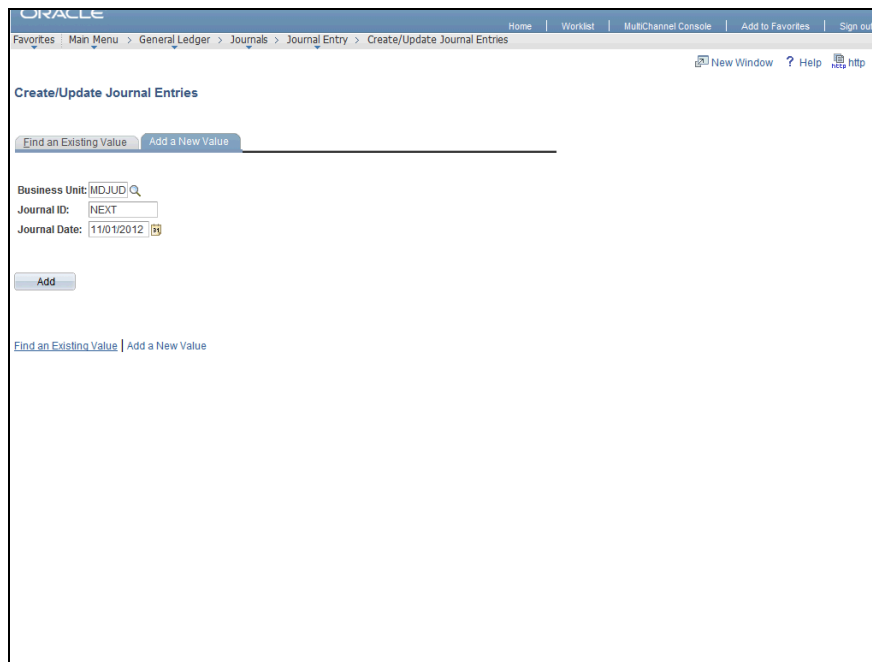
After completing this topic, you will be able to:

- Enter a reclassification journal entry
- Edit and post the journal entry

Procedure

In this topic you will learn how to edit and post a journal entry.

Step	Action
1.	Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 



ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

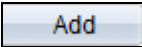
Create/Update Journal Entries

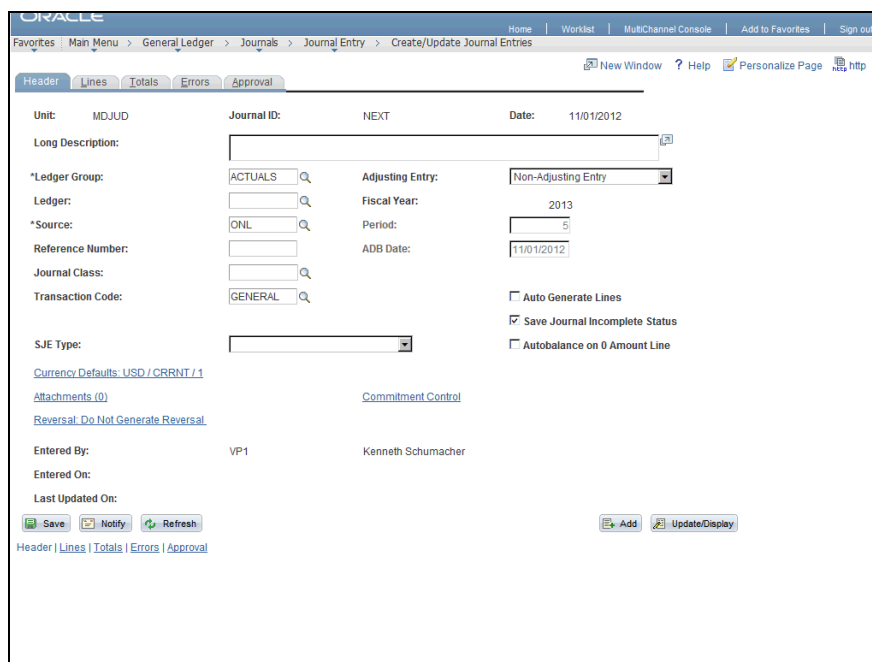
Find an Existing Value | Add a New Value

Business Unit: MDJUD Q
 Journal ID: NEXT
 Journal Date: 11/01/2012

Add

Find an Existing Value | Add a New Value

Step	Action
5.	<p>Be sure the fields above are populated with the appropriate information.</p> <p>Click the Add button.</p> 



ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Long Description:

*Ledger Group: ACTUALS Q Adjusting Entry: Non-Adjusting Entry
 Ledger: Fiscal Year: 2013
 *Source: ONL Q Period: 5
 Reference Number: ADB Date: 11/01/2012
 Journal Class: Transaction Code: GENERAL Q

SJE Type: ☐ Auto Generate Lines
☒ Save Journal Incomplete Status
☐ Autobalance on 0 Amount Line

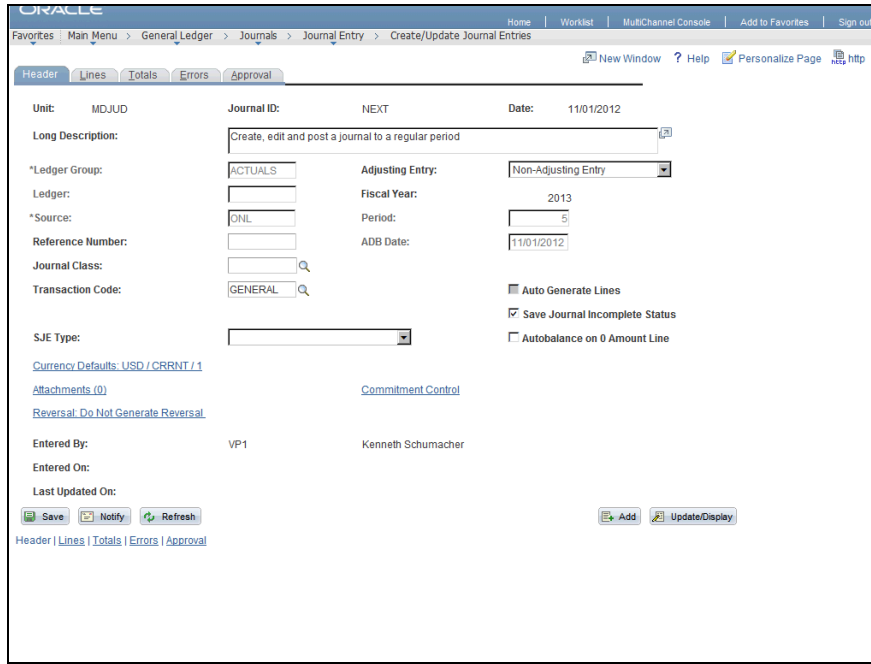
Currency Defaults: USD / CRRNT / 1
 Attachments (0)
 Reversal: Do Not Generate Reversal
 Commitment Control

Entered By: VP1 Entered On: Kenneth Schumacher
 Last Updated On:

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
6.	Enter the desired information into the Long Description field.



Oracle
Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Long Description: Create, edit and post a journal to a regular period

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: ONL Period: 5

Reference Number: ADB Date: 11/01/2012

Journal Class: Transaction Code: GENERAL

SJE Type: ☒ Auto Generate Lines

☒ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0) Commitment Control


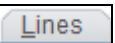
Reversal: Do Not Generate Reversal

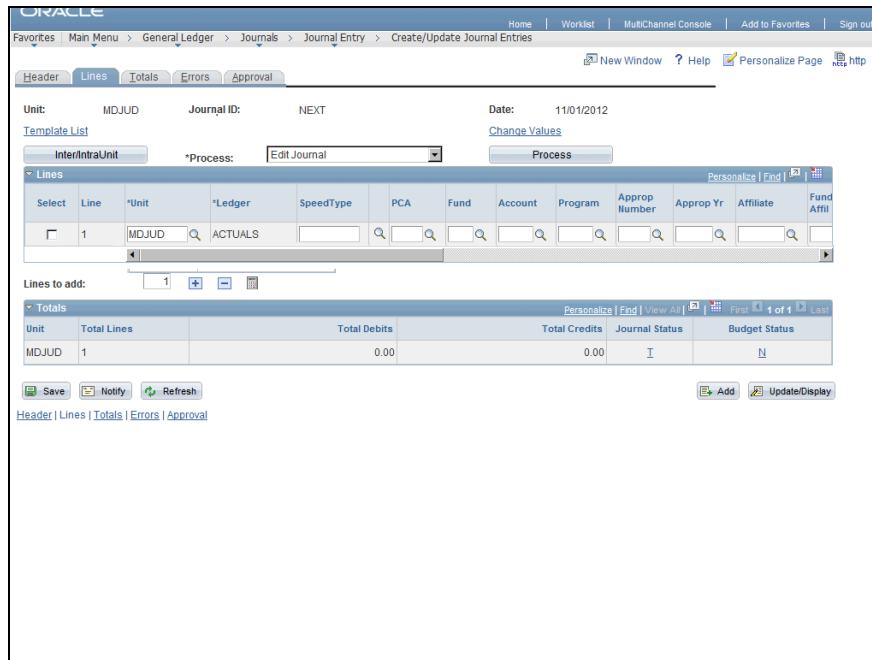
Entered By: VP1 Kenneth Schumacher

Entered On: Last Updated On:

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
7.	Click the Save Journal Incomplete Status option to deselect it. 
8.	Click the Lines tab. 



Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

InterIntraUnit *Process: Edit Journal Process

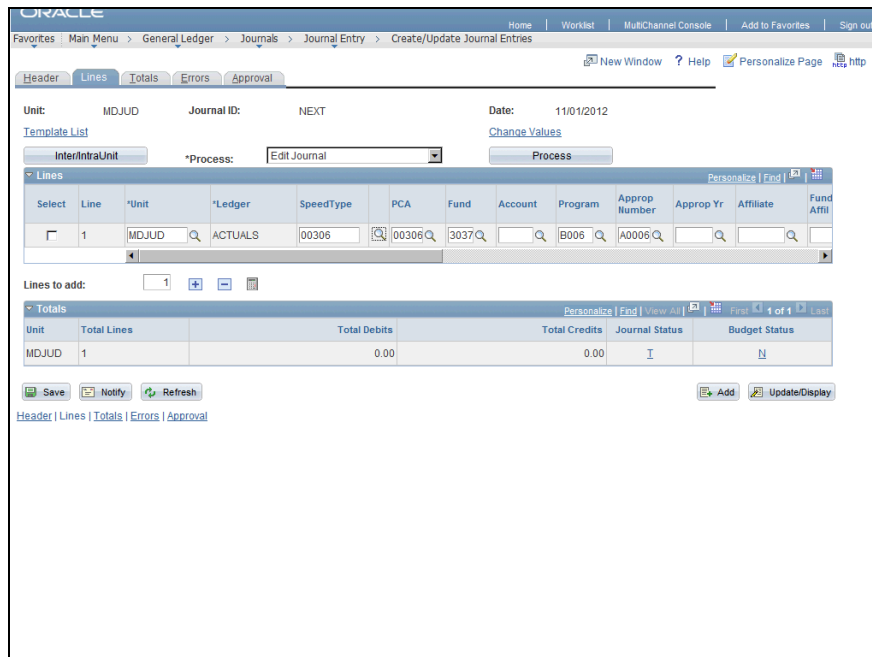
Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affli
<input type="checkbox"/>	1	MDJUD	ACTUALS									

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	I	N

Save Notify Refresh Add Update/Display

Step	Action
9.	Enter the desired information into the SpeedType field. Enter "00306".



Unit: MDJUD Journal ID: NEXT Date: 11/01/2012


InterIntraUnit *Process: Edit Journal Process

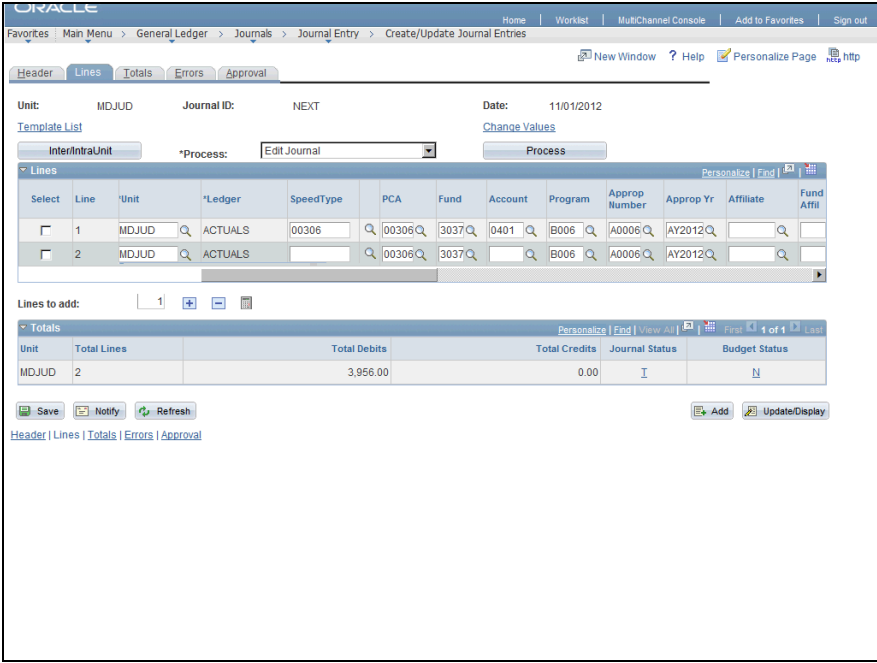
Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affli
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037		B006	A0006			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	I	N

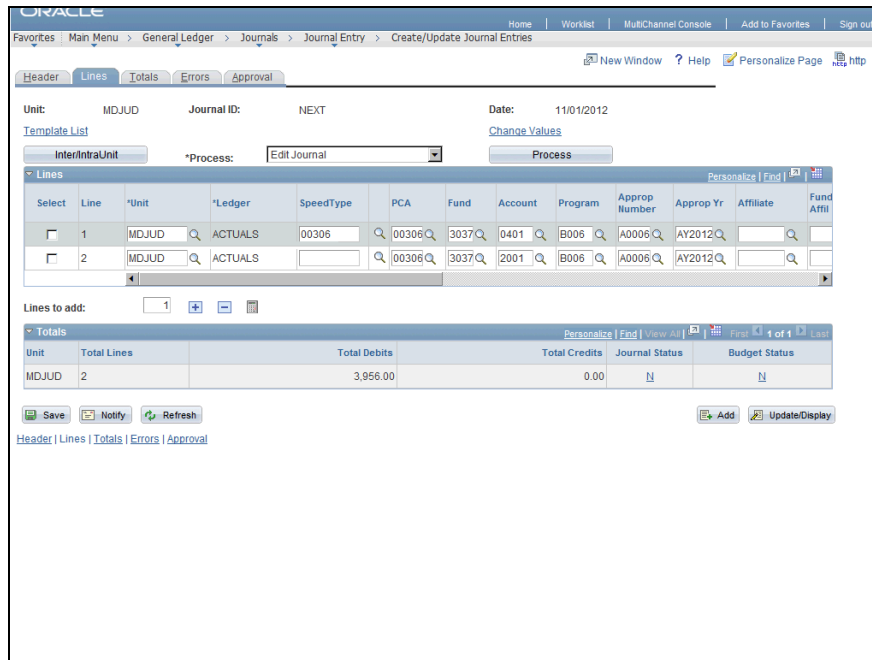
Save Notify Refresh Add Update/Display

Step	Action
10.	Verify that the appropriate Chartfield values populate, including: <ul style="list-style-type: none"> - Batch Agency - PCA - Fund - Program - Approp Number
11.	Enter the desired information into the Account field.
12.	Enter the desired information into the Approp Yr field.
13.	Use the horizontal scrollbar to reveal the Amount field.
14.	Enter the positive amount into the Amount field. For example, enter " 1978.00 ".
15.	Click the Insert Lines button. 



The screenshot shows the Oracle General Ledger Journal Entry interface. The 'Lines' tab is selected, displaying a table with two lines. Line 1 is selected, and the 'Account' field is highlighted. The 'Approp Yr' field is also visible. The 'Amount' field is partially visible on the right side of the screen. The 'Insert Lines' button is located at the bottom left of the screen.

Step	Action
16.	On the second line, enter the desired information into the Account field.
17.	Click the horizontal scrollbar to reveal the Amount field.
18.	Enter the negative amount into the Amount field. For example, enter " -1978.00 ".



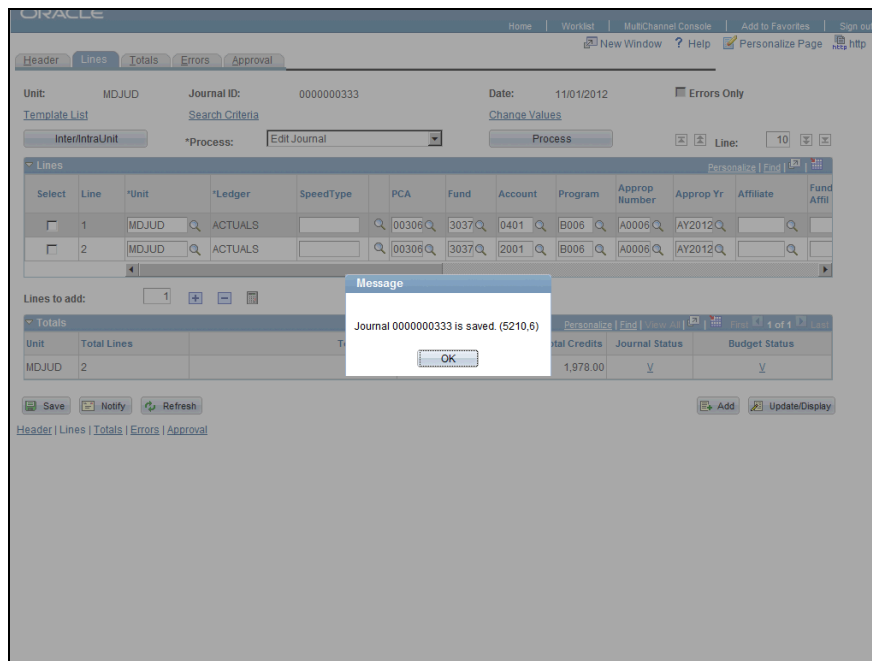
The screenshot shows the Oracle General Ledger interface for creating or updating journal entries. The 'Process' button is highlighted in the top right area of the main form.

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affli
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037	0401	B006	A0006	AY2012		
<input type="checkbox"/>	2	MDJUD	ACTUALS		00306	3037	2001	B006	A0006	AY2012		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	3,956.00	0.00	N	N

Step	Action
19.	Verify that the Process list displays "Edit Journal".
20.	Click the Process button.

Process

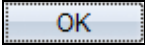


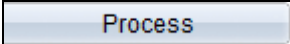


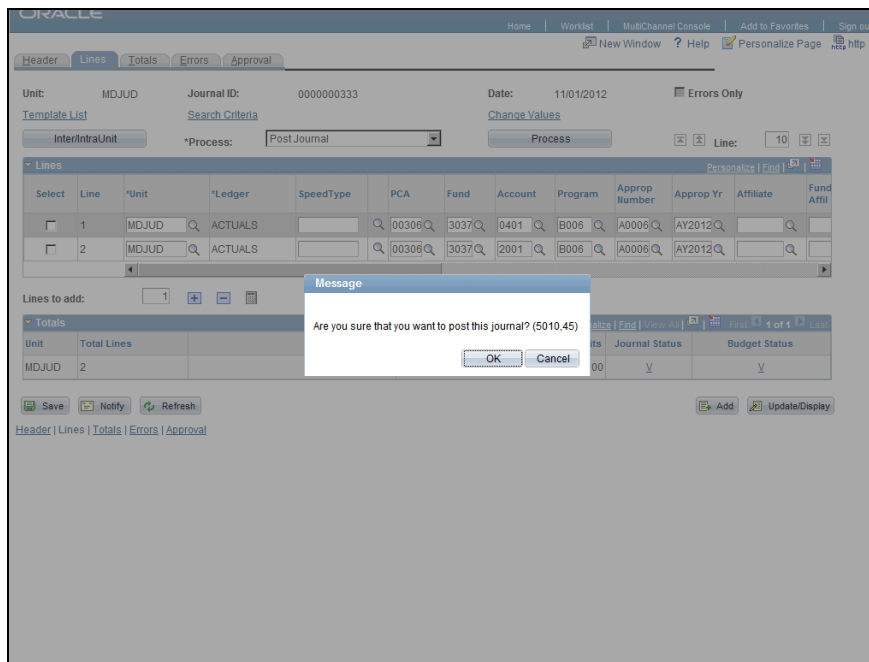
The screenshot shows the same Oracle General Ledger interface, but now a confirmation message is displayed: "Journal 0000000333 is saved. (5210.6)". The 'Process' button is no longer highlighted.

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affli
<input type="checkbox"/>	1	MDJUD	ACTUALS		00306	3037	0401	B006	A0006	AY2012		
<input type="checkbox"/>	2	MDJUD	ACTUALS		00306	3037	2001	B006	A0006	AY2012		

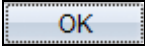
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2		1,978.00	Y	Y

Training Guide

Step	Action
21.	Take note of the Journal ID. Click the OK button. 
22.	Click the Process list. 
23.	Click the Post Journal list item. 
24.	Click the Process button. 



The screenshot shows the ORACLE Financials 'Journal Entry' window. The 'Post Journal' button is highlighted. A message box is displayed asking 'Are you sure that you want to post this journal? (5010.45)' with 'OK' and 'Cancel' buttons.

Step	Action
25.	Click the OK button to post the journal. 
26.	The journal is now posted. NOTE: You cannot edit the journal after it has been posted.

Step	Action
27.	<p>You have successfully completed the <i>Entering a Reclassification Journal entry</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Enter Journal header and Line information - Run the Edit process on a journal - Post a journal <p>End of Procedure.</p>

2.2 Entering Adjusting Journals

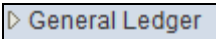



In GEARS, accounting periods are opened by module. For example, an accounting period could be open for **General Ledger** transactions and closed for Payables transactions. After entering the adjustment journal you should see that the journal was posted to period 998, the adjustment accounting period.

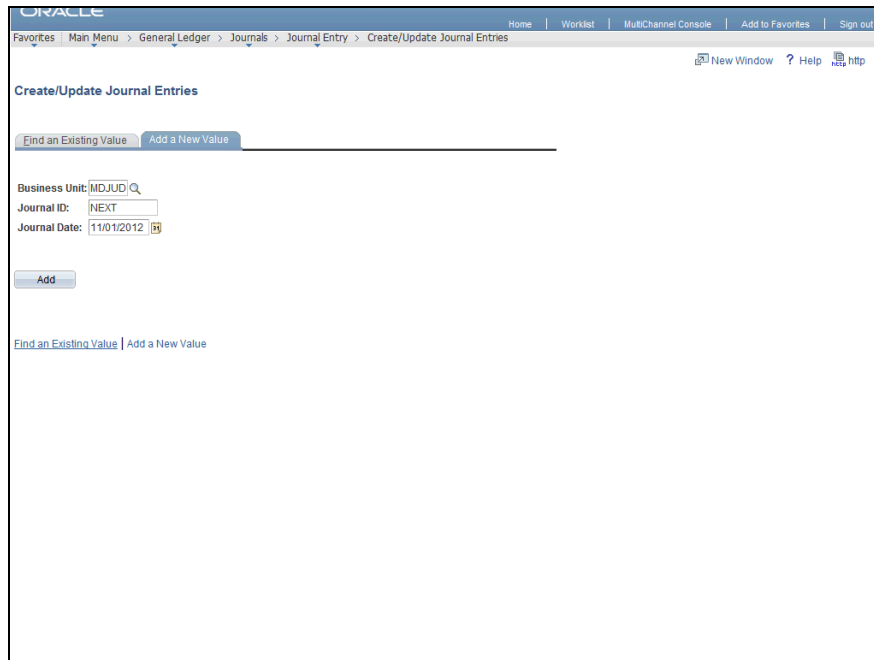
After completing this topic, you will be able to:

- Enter an adjustment journal entry
- Edit and post the journal entry

Procedure

In this topic, you will enter, edit, and post a General Ledger journal to an adjustment accounting period that is open.

Step	Action
1.	Navigate to the Create/Update Journal Entries page. Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

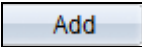
Create/Update Journal Entries

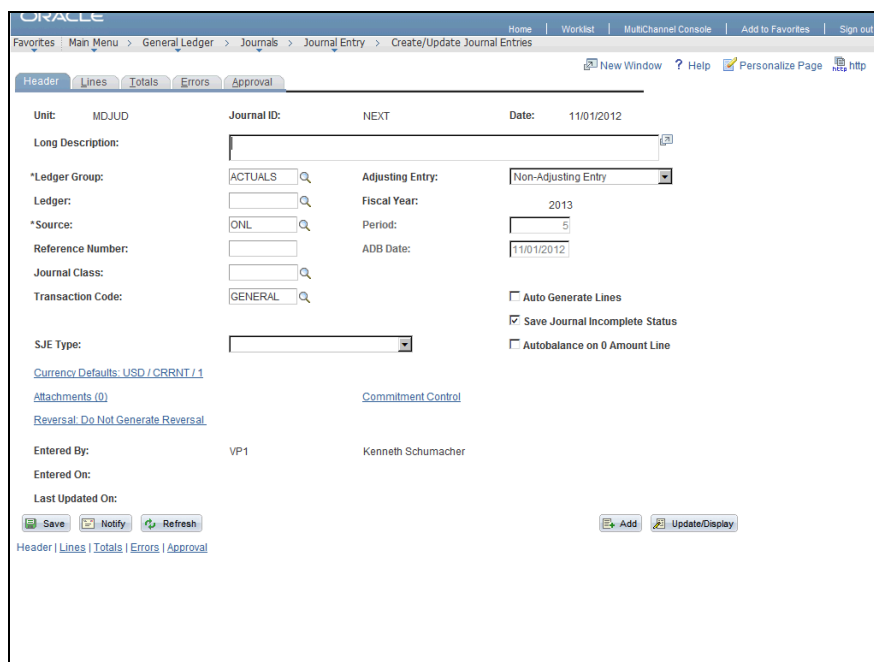
Find an Existing Value | Add a New Value

Business Unit: MDJUD Q
Journal ID: NEXT
Journal Date: 11/01/2012

Add

Find an Existing Value | Add a New Value

Step	Action
5.	<p>The Create/Update Journal Entries search page displays.</p> <p>Click the Add button.</p> 



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Long Description:

*Ledger Group: ACTUALS Q Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: ONL Q Period: 5

Reference Number: ADB Date: 11/01/2012

Journal Class: Transaction Code: GENERAL Q

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal




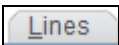
Entered By: VP1 Entered On: Kenneth Schumacher

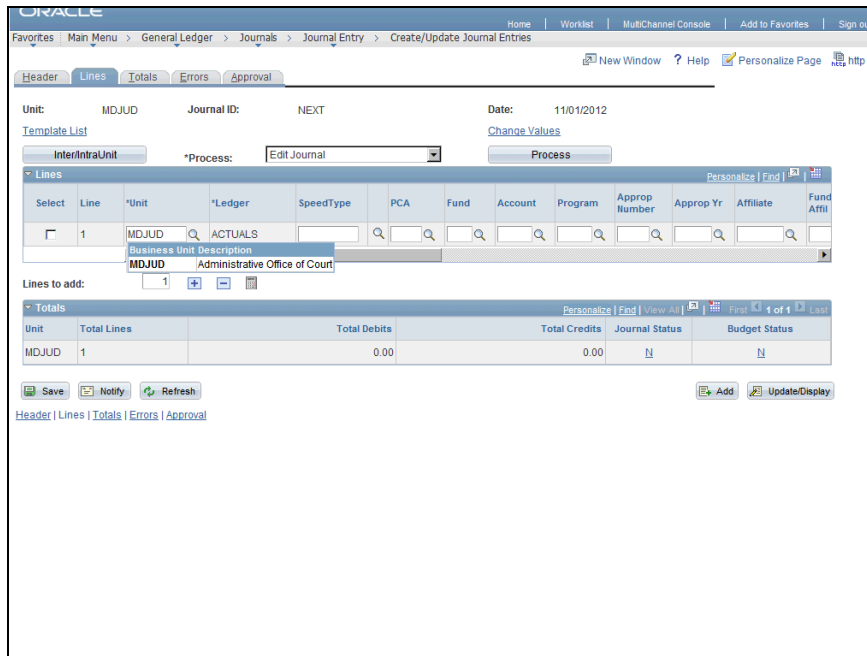
Last Updated On:

Save Notify Refresh

Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
6.	The GL Journal - Header page displays. Enter the desired information into the Long Description field.
7.	Click the Adjusting Entry list. 
8.	Click the Adjusting Entry list item. 
9.	Click the Save Journal Incomplete Status option to deselect it. 
10.	Click the Lines tab. 



Oracle GL Journal Entry - Create/Update Journal Entries

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Template List: InterIntraUnit *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS									

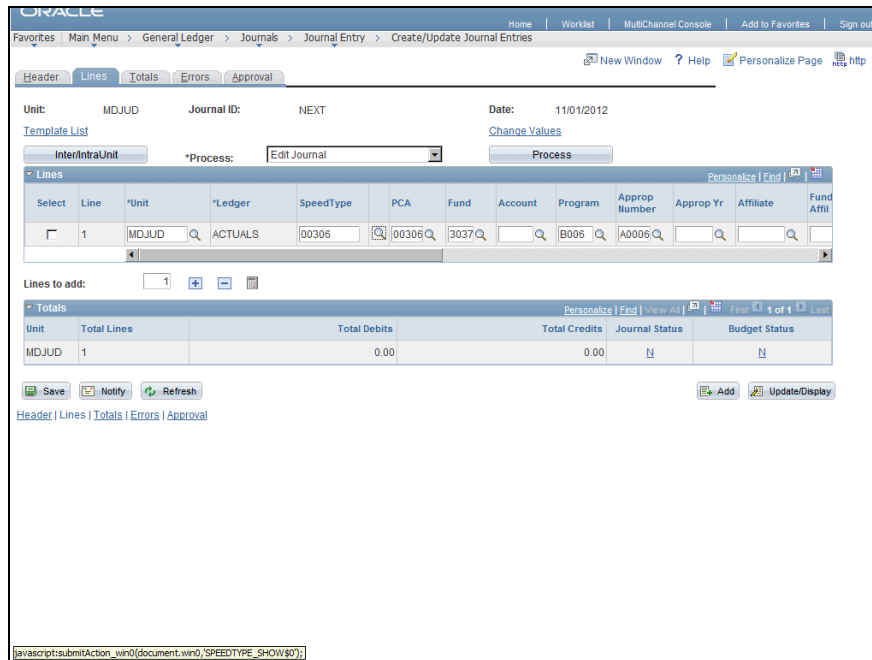
Business Unit Description: MDJUD Administrative Office of Court


Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Step	Action
11.	Enter the desired information into the SpeedType field.



Step	Action
12.	Verify that the appropriate Chartfield values populate, including: <ul style="list-style-type: none"> - Batch Agency - PCA - Fund - Program - Approp Number
13.	Enter the desired information into the Account field.
14.	Enter the desired information into the Approp Yr field.
15.	Click the horizontal scrollbar to reveal the Amount field.
16.	Enter the desired information into the Amount field. For example, enter " 1981.00 ".
17.	Click the Insert Lines button. 

ORACLE
Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Template List Change Values

InterIntraUnit *Process: Edit Journal Process

Select	Line	Unit	Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037	0401	B006	A0006	AY2012		
<input type="checkbox"/>	2	MDJUD	ACTUALS		00306	3037		B006	A0006	AY2012		

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	3,962.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
18.	On the second line, enter the desired information into the Account field.

ORACLE
Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Template List Change Values

InterIntraUnit *Process: Edit Journal Process

Select	Line	Unit	Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037	0401	B006	A0006	AY2012		
<input type="checkbox"/>	2	MDJUD	ACTUALS		00306	3037		B006	A0006	AY2012		

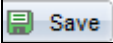
Lines to add: 1

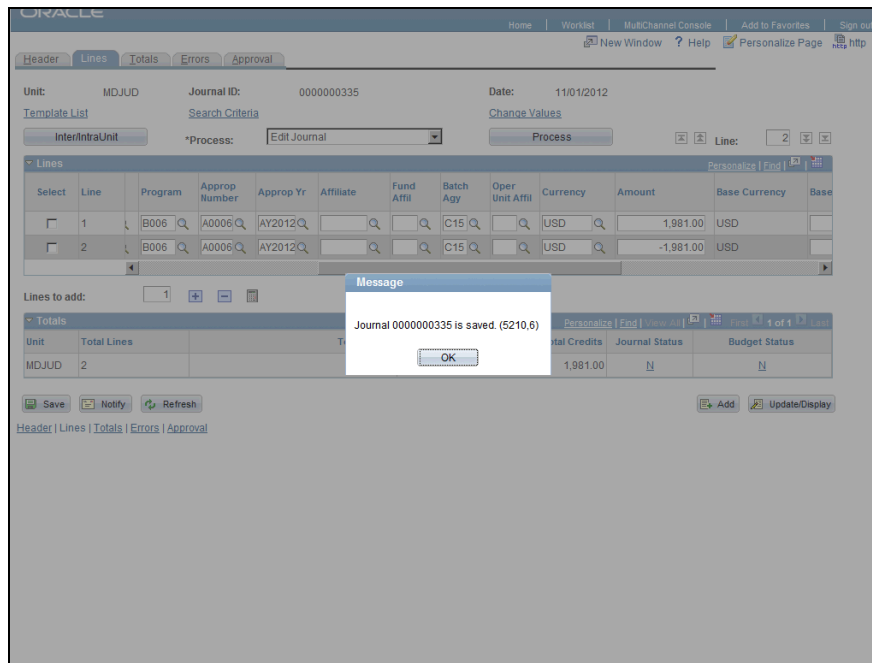
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	3,962.00	0.00	N	N

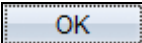

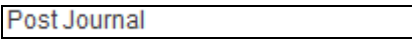
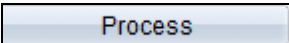
Save Notify Refresh Add Update/Display

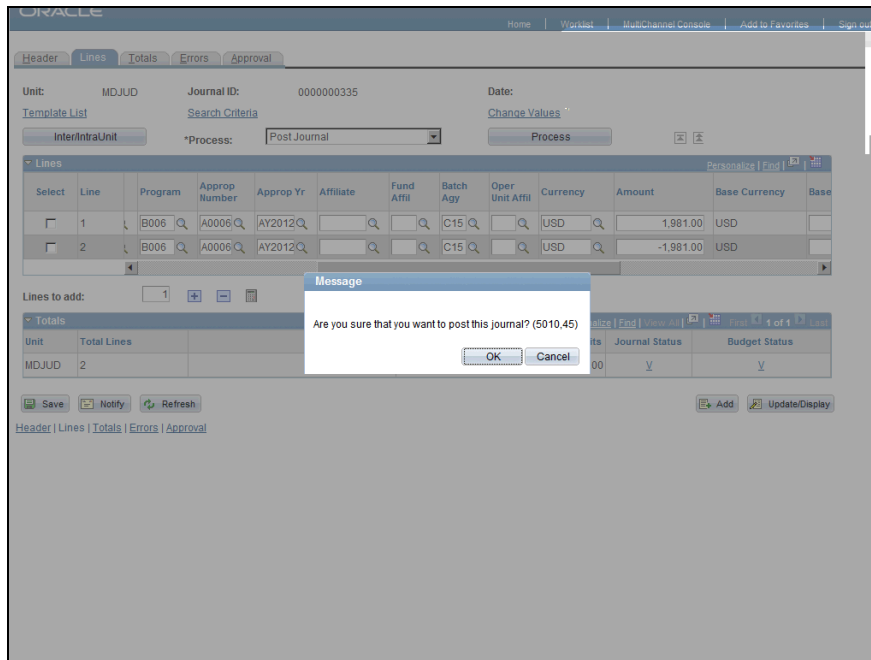
Header | Lines | Totals | Errors | Approval


Step	Action
19.	Click the horizontal scrollbar to reveal the Amount field.

Step	Action
20.	Enter the desired information into the Amount field. For example, enter " -1981.00 ".
21.	Click the Save button. 



Step	Action
22.	Take note of the Journal ID. Click the OK button. 
23.	Click the Process list. 
24.	Click the Post Journal list item. 
25.	Click the Process button. 



Step	Action
26.	Click the OK button to post the journal. 
27.	The journal is now posted. NOTE: You cannot edit the journal after it has been posted.
28.	You have successfully completed the <i>Entering Adjusted Journals</i> topic. You have learned how to: - Edit and create an adjusting entry journal End of Procedure.

2.3 Entering Accrual Journals

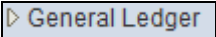



Accrual journals can be set to automatically reverse on a date selected by the user. After posting an accrual journal you should see that the journal posted to the current accounting period. You should also see that a second journal, the accrual reversal journal, was automatically created.

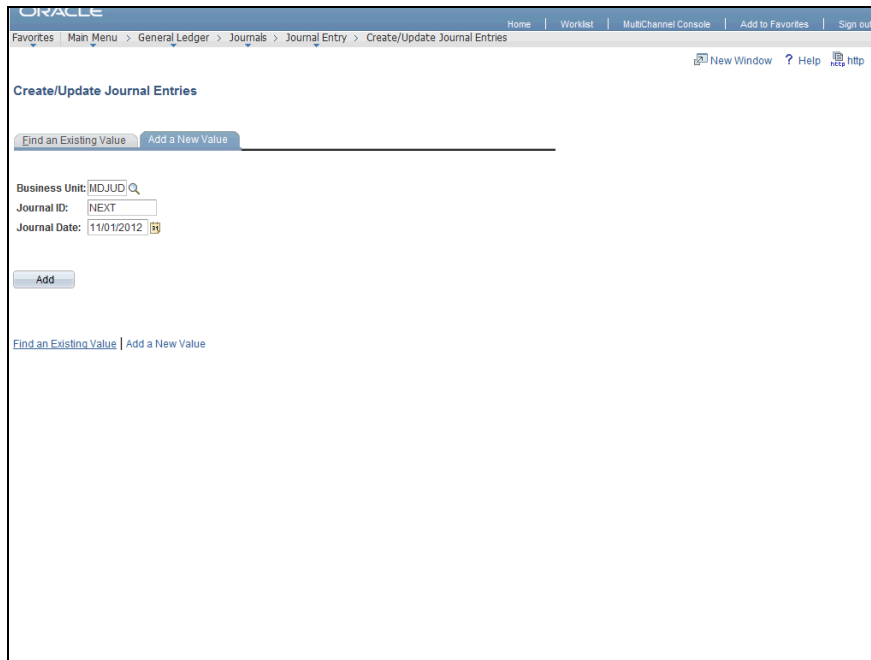
After completing this topic, you will be able to:

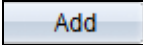
- Enter an accrual journal entry
- Edit and post the journal entry

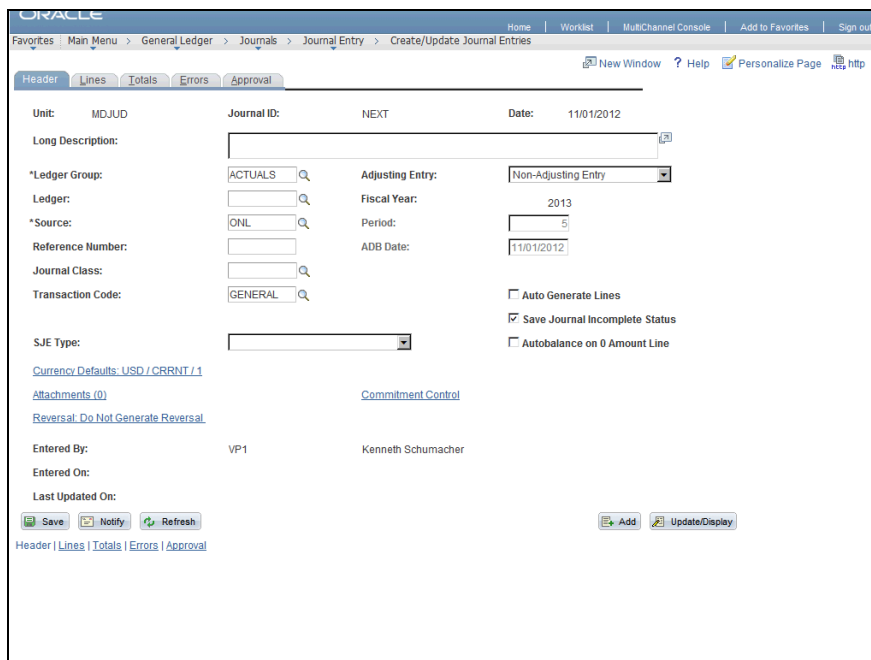
Procedure

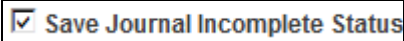

In this topic, you will enter, edit, and post a **General Ledger** accrual journal to a regular accounting period that is open.

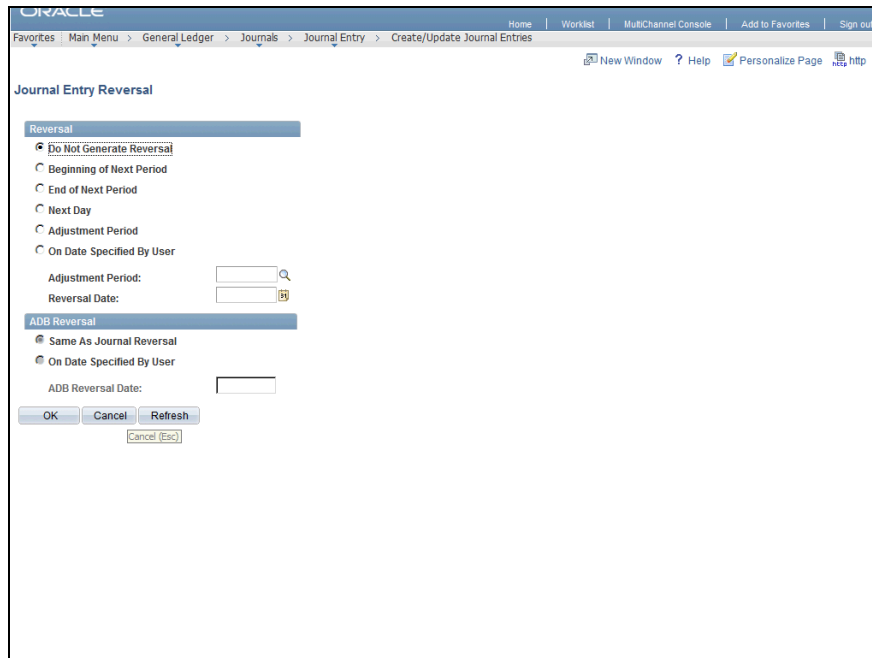
Step	Action
1.	Navigate to the Create/Update Journal Entries page. Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 

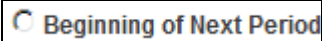
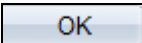
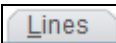


Step	Action
5.	<p>The Create/Update Journal Entries search page displays.</p> <p>Click the Add button.</p> 



Step	Action
6.	The GL Journal - Header page displays. Enter the desired information into the Long Description field.
7.	Click the Save Journal Incomplete Status option to deselect it. 
8.	Click the Reversal: Do Not Generate Reversal link. 



Step	Action
9.	The Journal Entry Reversal page displays. Click the Beginning of Next Period option. 
10.	Click the OK button. 
11.	Click the Lines tab. 

Training Guide

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

New Window | ? Help | Personalize Page | http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Template List [Change Values](#)

InterIntraUnit *Process: Edit Journal Process

Lines

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS									

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
12.	Enter the desired information into the SpeedType field.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

New Window | ? Help | Personalize Page | http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Template List [Change Values](#)

InterIntraUnit *Process: Edit Journal Process

Lines

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037		B006	A0006			


Lines to add: 1

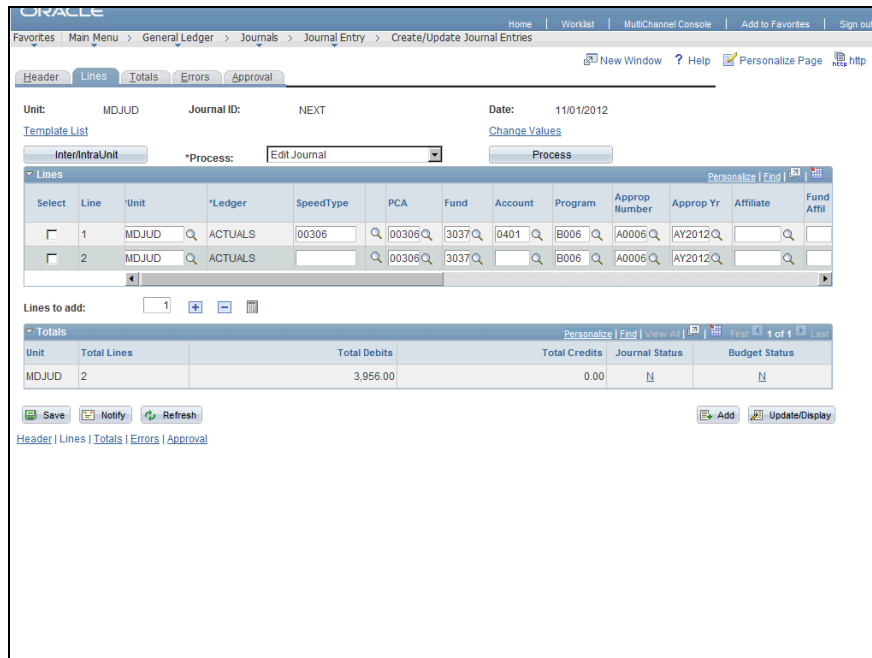
Totals

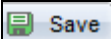
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	N	N

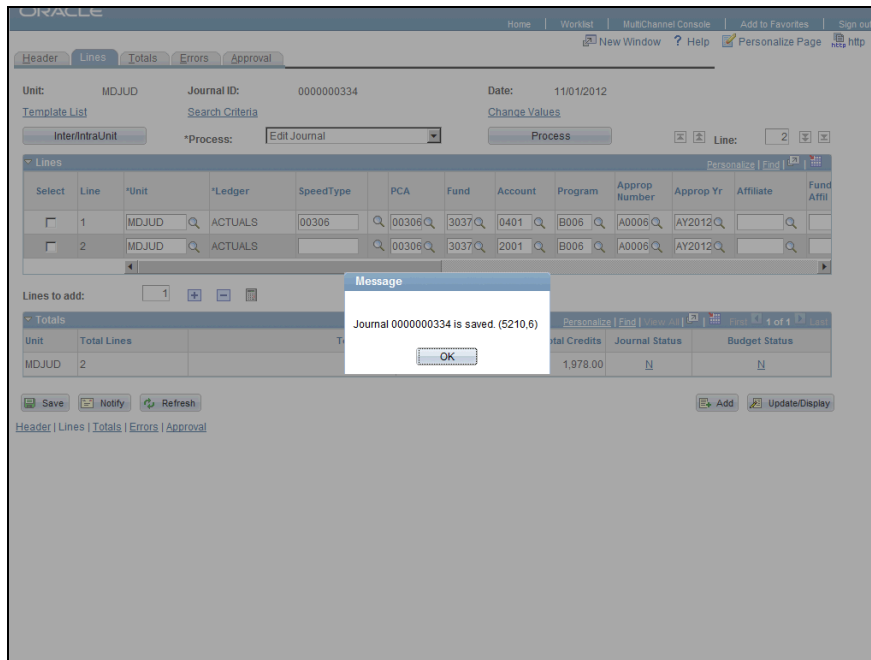
Save Notify Refresh Add Update/Display

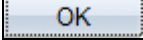


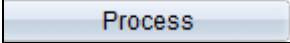
Header | Lines | Totals | Errors | Approval

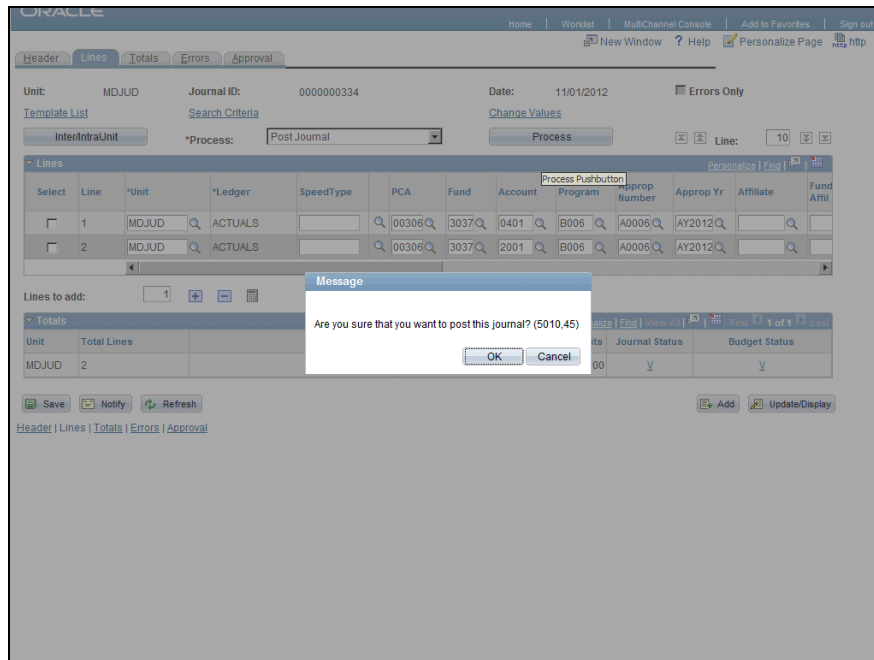
Step	Action
13.	Verify that the appropriate Chartfield values populate, including: <ul style="list-style-type: none"> - Batch Agency - PCA - Fund - Program - Approp Number
14.	Enter the desired information into the Account field.
15.	Enter the desired information into the Approp Yr field.
16.	Use the horizontal scrollbar to reveal the Amount field.
17.	Enter the desired information into the Amount field. For example, enter " 1978.00 ".
18.	Click the Insert Lines button. 


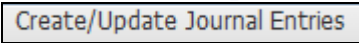


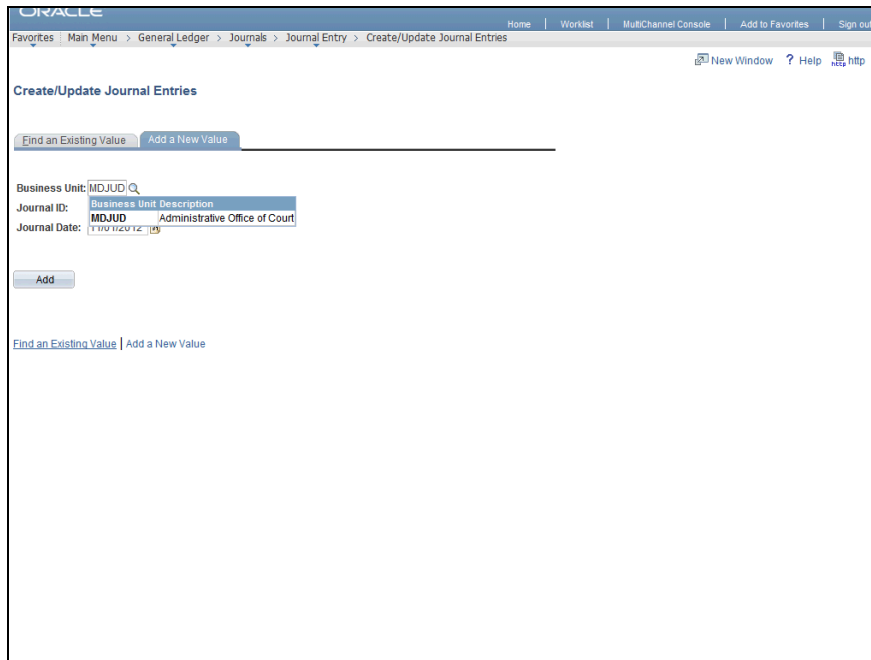
Step	Action
19.	On the new line, enter the desired information into the Account field.
20.	Click the horizontal scrollbar to reveal the Amount field.
21.	Enter the desired information into the Amount field. For example, enter " -1978.00 ".
22.	Click the Save button. 



Step	Action
23.	Take note of the Journal ID. Click the OK button. 
24.	Click the Process list. 
25.	Click the Post Journal list item. 
26.	Click the Process button. 



Step	Action
27.	Click the OK button. 
28.	Using the drop down menu, navigate to the Create/Update Journal Entries page. Click the Create/Update Journal Entries menu. 



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Find an Existing Value | Add a New Value

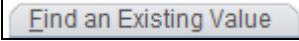
Business Unit: MDJUD

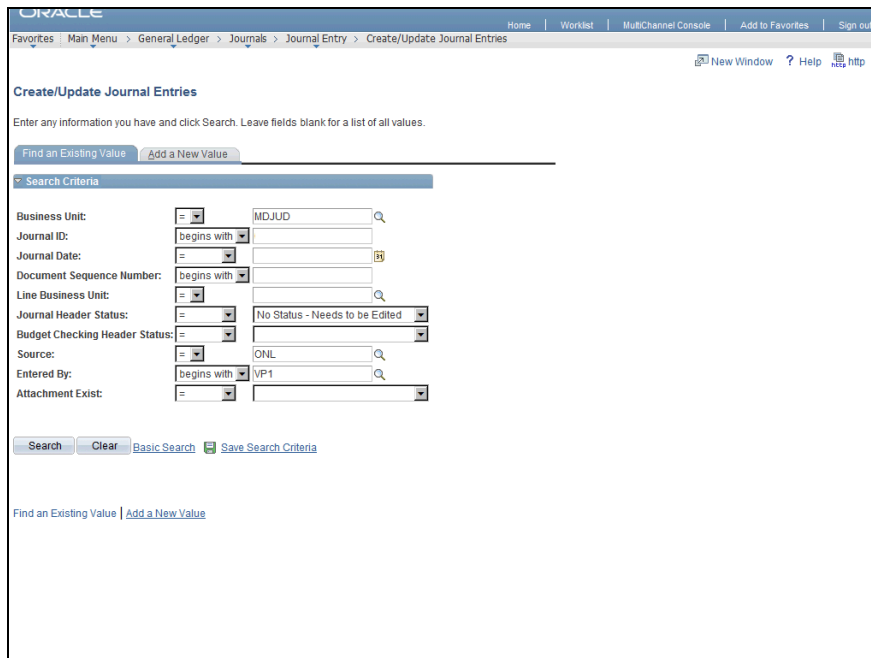
Journal ID: MDJUD

Journal Date: 11/01/2012

Add

Find an Existing Value | Add a New Value

Step	Action
29.	Click the Find an Existing Value tab. 



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: MDJUD

Journal ID: begins with

Journal Date: 11/01/2012

Document Sequence Number: begins with

Line Business Unit:

Journal Header Status: No Status - Needs to be Edited

Budget Checking Header Status:


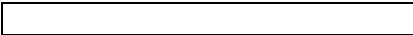
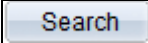
Source: ONL

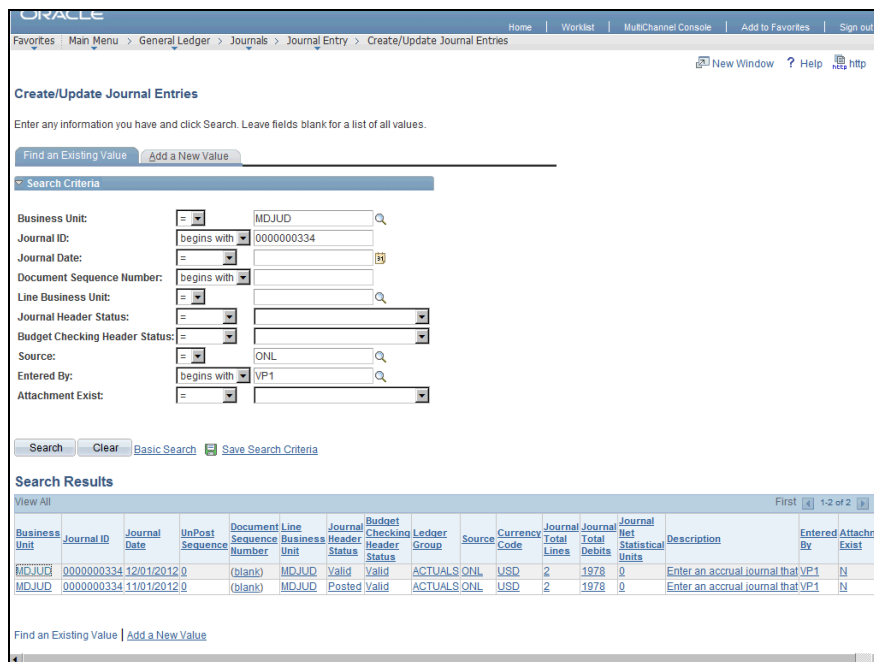
Entered By: VP1

Attachment Exist:

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
30.	Enter the journal ID into the Journal ID field for the journal you just created.
31.	Click the Journal Header Status list. 
32.	Click the blank list item. 
33.	Click the Search button. 



Oracle
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = MDJUD

Journal ID: begins with 0000000334

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: = ONL

Entered By: begins with VP1

Attachment Exist: =

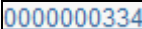
Search Clear Basic Search Save Search Criteria

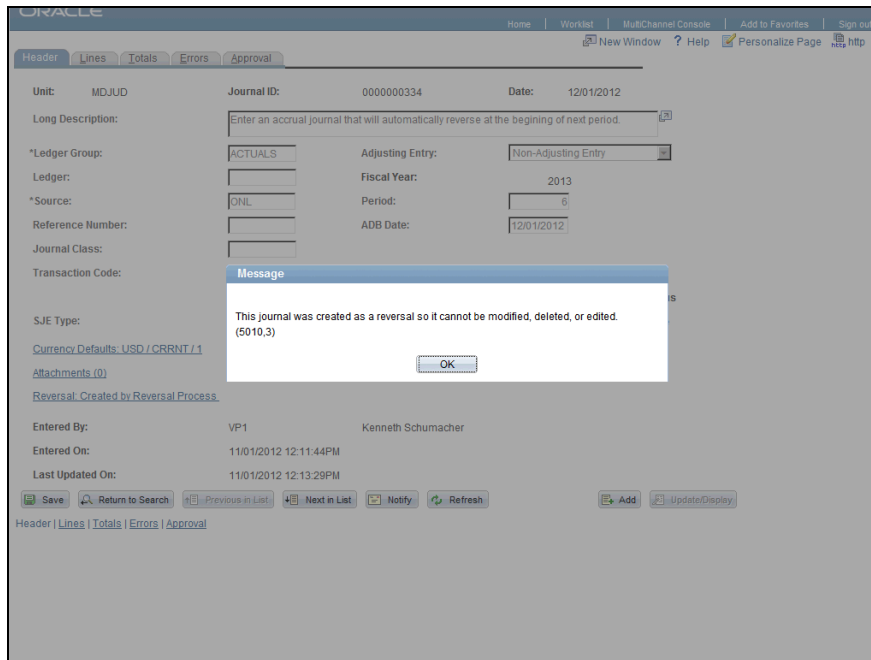
Search Results

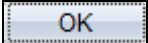
View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Total Credits	Description	Entered By	Attachment Exist
MDJUD	0000000334	12/01/2012	0	(blank)	MDJUD	Valid	Valid	ACTUALS	ONL	USD	2	1978	0	Enter an accrual journal that VP1	VP1	N
MDJUD	0000000334	11/01/2012	0	(blank)	MDJUD	Posted	Valid	ACTUALS	ONL	USD	2	1978	0	Enter an accrual journal that VP1	VP1	N

Find an Existing Value | Add a New Value

Step	Action
34.	Click the journal ID link for the journal noted in previous steps. 



Step	Action
35.	<p>The accrual journal cannot be modified.</p> <p>Click the OK button to acknowledge the message.</p> 
36.	<p>You have successfully completed the <i>Entering Accrual Journals</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Enter and adjust accrual journals in GEARS <p>End of Procedure.</p>

2.4 Entering Journals that Cross Funds

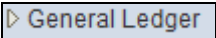
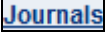
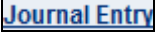

In General Ledger, journals must balance by the designated balancing Chartfields. For the Maryland Judiciary, fund is a balancing chartfield. When a journal is created that crosses funds, the system creates due to and due from entries that enable the journal to balance by funds.

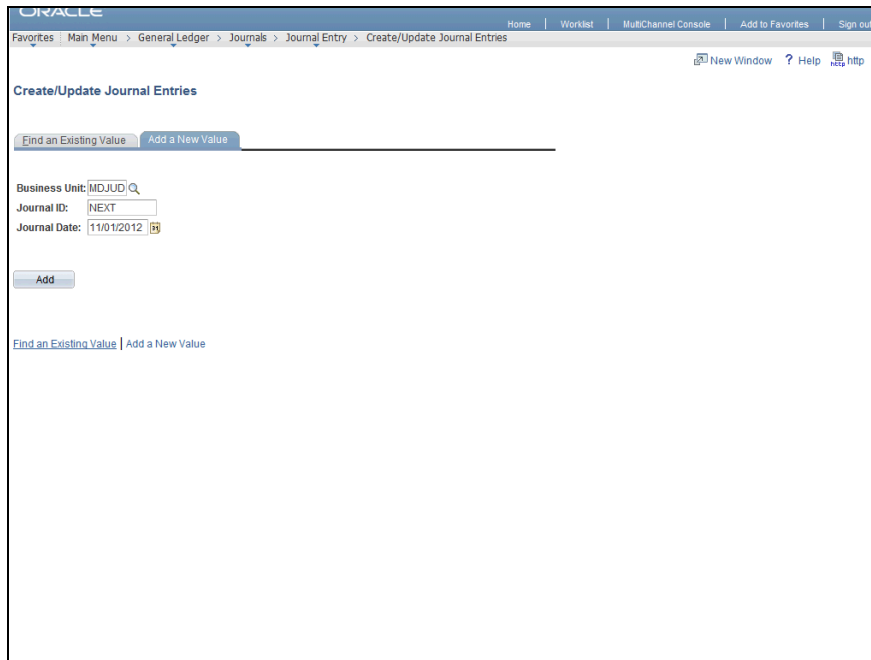
After completing this topic, you will be able to:

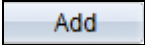
- Enter, edit and post a journal that crosses funds

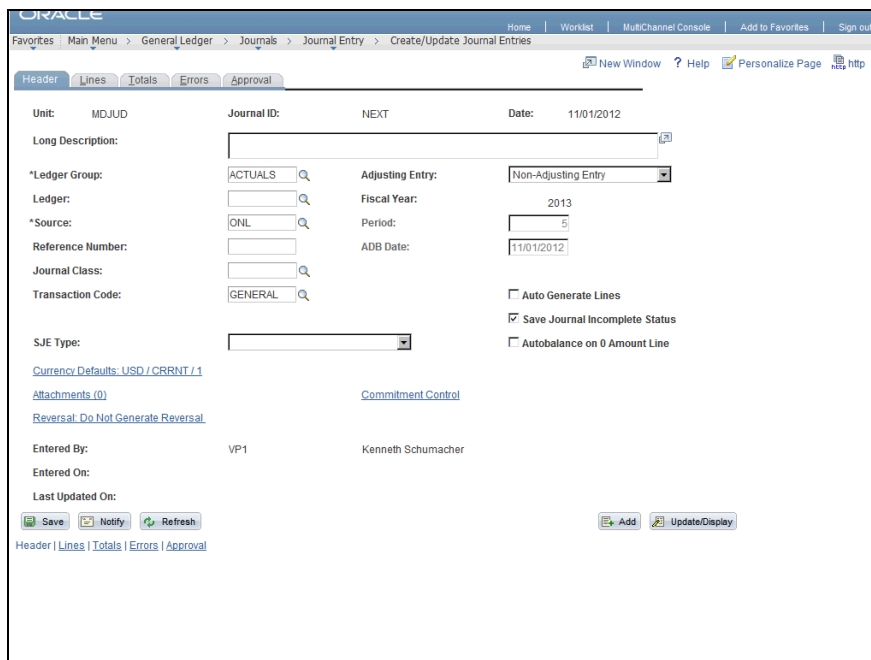
Procedure


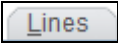
In this topic, you will enter, edit, and post a **General Ledger** journal that crosses funds to a regular accounting period that is open.

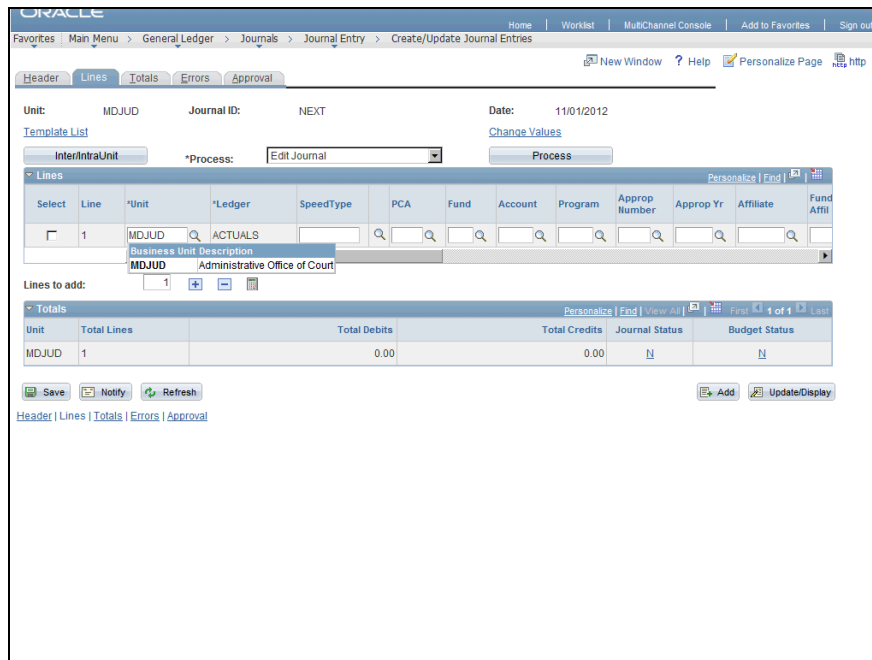
Step	Action
1.	Navigate to the Create/Update Journal Entries page. Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 



Step	Action
5.	<p>The Create/Update Journal Entries - Add a New Value page displays.</p> <p>Click the Add button.</p> 



Step	Action
6.	The GL Journal - Header page displays. In this topic, enter the desired information into the Long Description field.
7.	Click the Save Journal Incomplete Status option to deselect it. 
8.	Click the Lines tab. 



Step	Action
9.	Enter the desired information into the SpeedType field.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

New Window | Help | Personalize Page | http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

Template List Change Values

InterIntraUnit *Process: Edit Journal Process

Lines

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037		B006	A0006			

Lines to add: 1

Totals

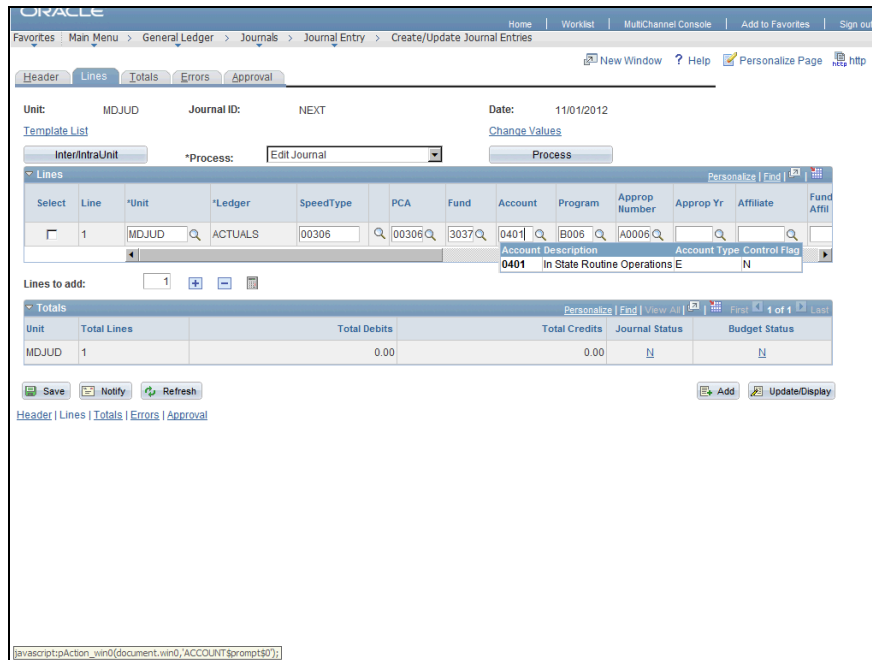
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

[javascript:Action_win0(document.win0,PROGRAM_CODE\$prompt\$07)]

Step	Action
10.	Verify that the appropriate Chartfield values populate, including: <ul style="list-style-type: none"> - Batch Agency - PCA - Fund - Program - Approp Number
11.	Enter the desired information into the Account field.



Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

InterIntraUnit *Process: Edit Journal Process

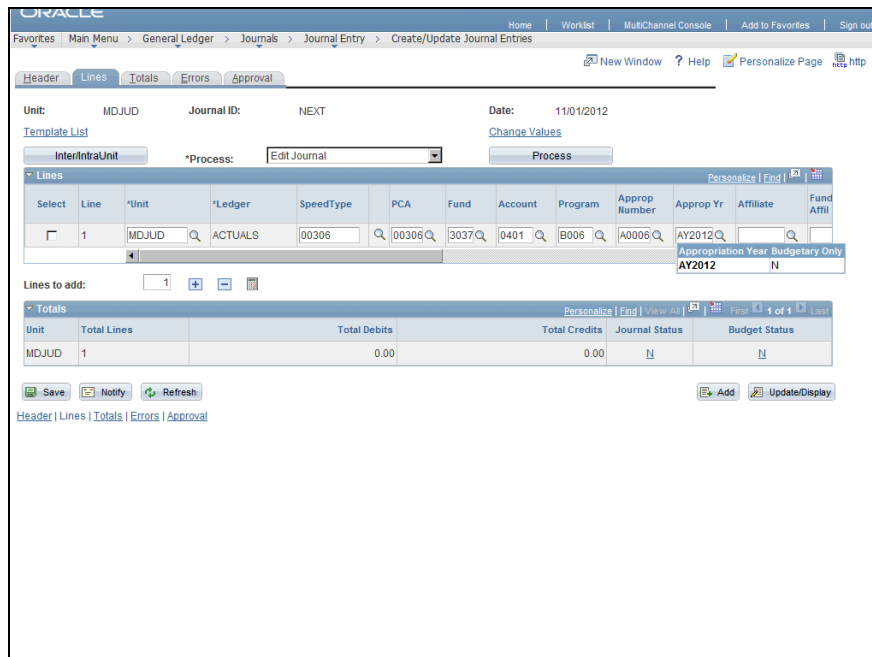
Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affli
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037	0401	B006	A0006	AY2012		

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Step	Action
12.	Enter the desired information into the Approp Yr field.



Unit: MDJUD Journal ID: NEXT Date: 11/01/2012

InterIntraUnit *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affli
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	00306	3037	0401	B006	A0006	AY2012		


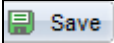
Lines to add: 1

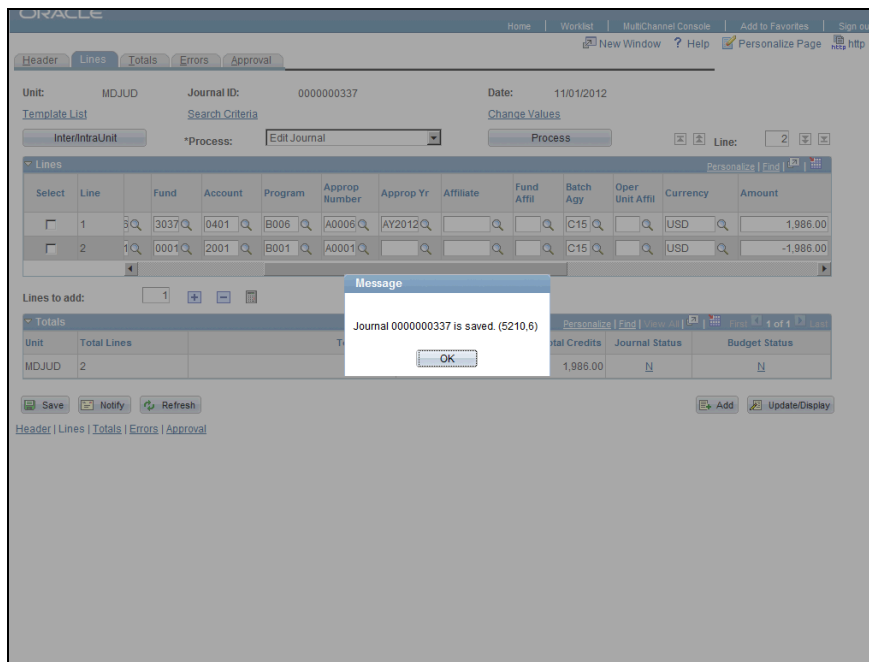
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	N	N

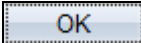
Save Notify Refresh Add Update/Display

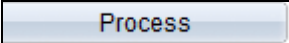
Step	Action
13.	Click the horizontal scrollbar to reveal the Amount field.

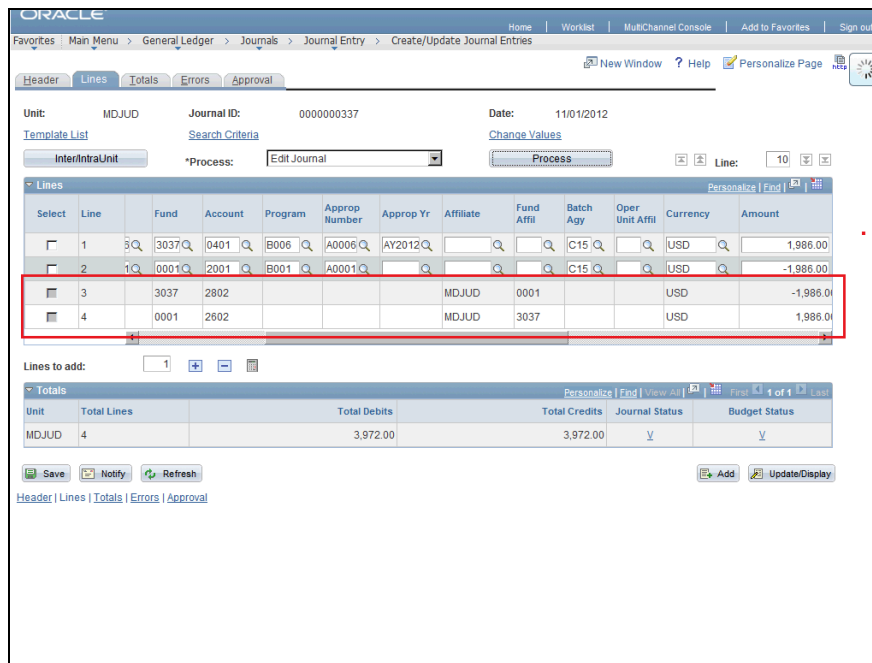
Training Guide

Step	Action
14.	Enter the desired information into the Amount field. For example, enter " 1986.00 ".
15.	Click the Insert Lines button. 
16.	Enter a different PCA into the SpeedType field.
17.	Verify that the appropriate Chartfield values populate in Line 2, including: <ul style="list-style-type: none"> - Batch Agency - PCA - Fund - Program - Approp Number
18.	Enter the desired information into the Account field.
19.	Enter the desired information into the Amount field. For example, enter " -1986.00 ".
20.	Click the Save button. 



Step	Action
21.	Take note of the Journal ID. Click the OK button. 

Step	Action
22.	Verify that the Process list displays " Edit Journal ". Click the Process button. <div>  </div>



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: 0000000337 Date: 11/01/2012

Template List Search Criteria Change Values

InterIntraUnit *Process: Edit Journal Process Line: 10

Lines

Select	Line	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil	Batch Agy	Oper Unit Affil	Currency	Amount
<input type="checkbox"/>	1	3037	0401	B006	A0006	AY2012			C15		USD	1,986.00
<input type="checkbox"/>	2	0001	2001	B001	A0001				C15		USD	-1,986.00
<input type="checkbox"/>	3	3037	2802				MDJUD	0001			USD	-1,986.00
<input type="checkbox"/>	4	0001	2802				MDJUD	3037			USD	1,986.00



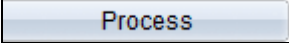
Lines to add: 1

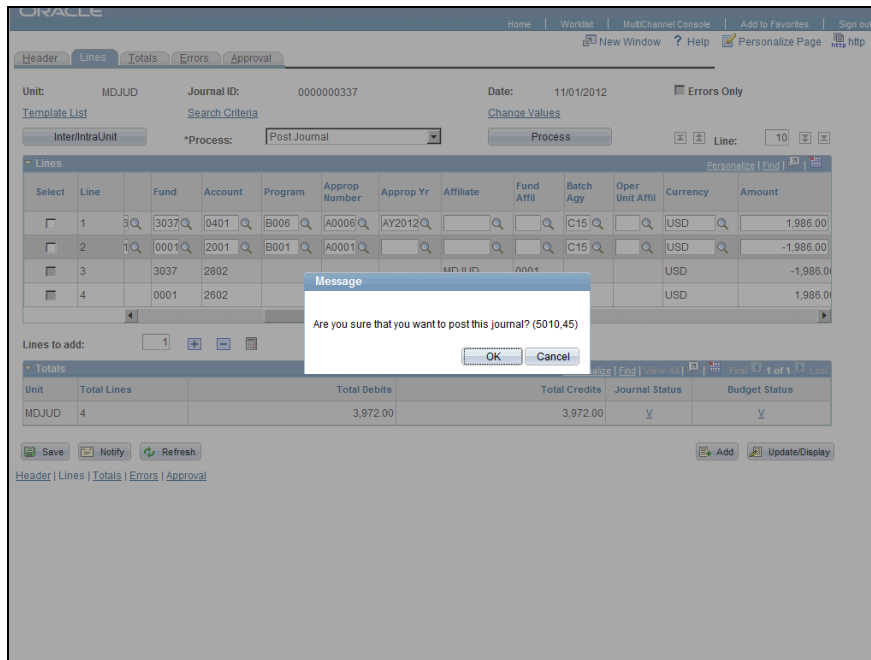
Totals


Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	4	3,972.00	3,972.00	Y	Y

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
23.	NOTE: After the Edit Journal process completes successfully, the system automatically creates due to and due from lines that enable the journal to be balanced by fund.
24.	Click the Process List list. <div>  </div>
25.	Click the Post Journal list item. <div>  </div>
26.	Click the Process button. <div>  </div>



Step	Action
27.	Click the OK button to post the journal. 
28.	The journal is now posted. The Journal Status displays "P" for "Posted". NOTE: You cannot edit a posted journal.
29.	You have successfully completed the <i>Entering Journals that Cross Funds</i> topic. You have learned how to: - Enter, edit, and post a General Ledger journal that crosses funds End of Procedure.

2.5 Entering a One-Sided Journal Entry

One-sided journal entries are journal entries that will post in GEARS but do not need to be included in the **Daily TRN** file. One-sided entries are entered in cases when the State has made an adjustment on the behalf of the Judiciary. As the State has already made the entry in their system, there is no need to transmit the entry to the State via the Daily TRN file.

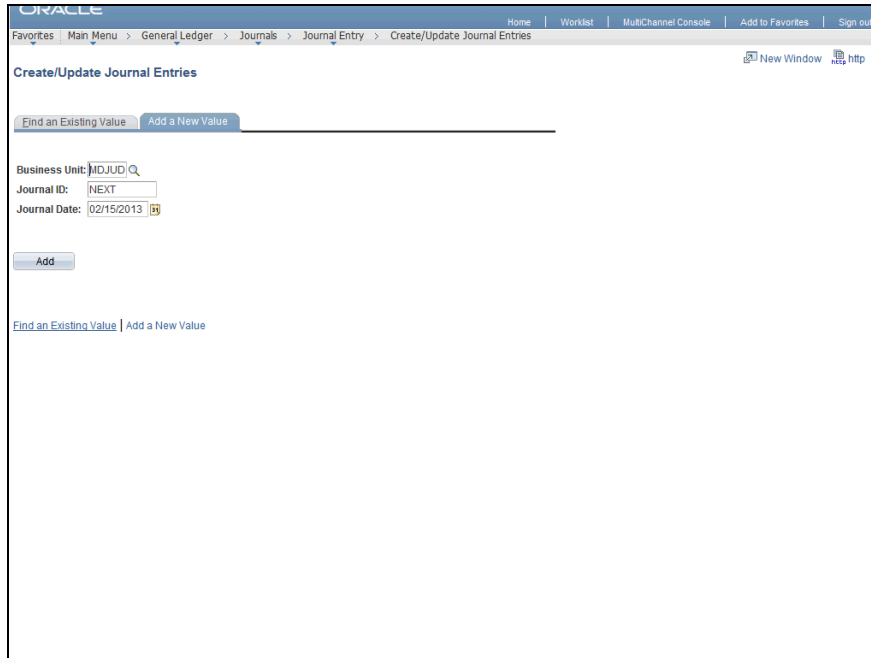
After completing this topic, you will be able to:

- Enter and post a journal that should not be picked in the **Daily TRN** file

Procedure

In this topic, you will enter a one-sided journal entry.

Step	Action
1.	Navigate to the Enter/Update Journal Entries page. Click the General Ledger link. ▶ General Ledger
2.	Click the Journals link. Journals
3.	Click the Journal Entry link. Journal Entry
4.	Click the Create/Update Journal Entries link. Create/Update Journal Entries



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

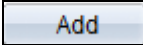
Create/Update Journal Entries

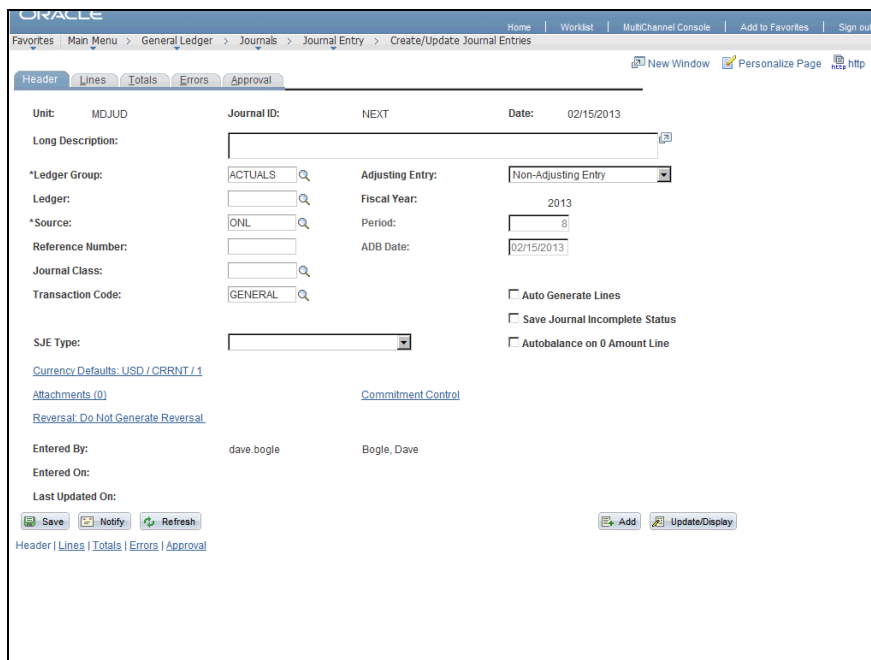
Find an Existing Value | Add a New Value

Business Unit: MDJUD
Journal ID: NEXT
Journal Date: 02/15/2013

Add

Find an Existing Value | Add a New Value

Step	Action
5.	<p>The Create/Update Journal Entries - Add a New Value page displays.</p> <p>Click the Add button.</p> 



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 02/15/2013

Long Description:

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: ONL Period: 8

Reference Number: ADB Date: 02/15/2013

Journal Class:

Transaction Code: GENERAL

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal


Entered By: dave.bogle Bogle, Dave

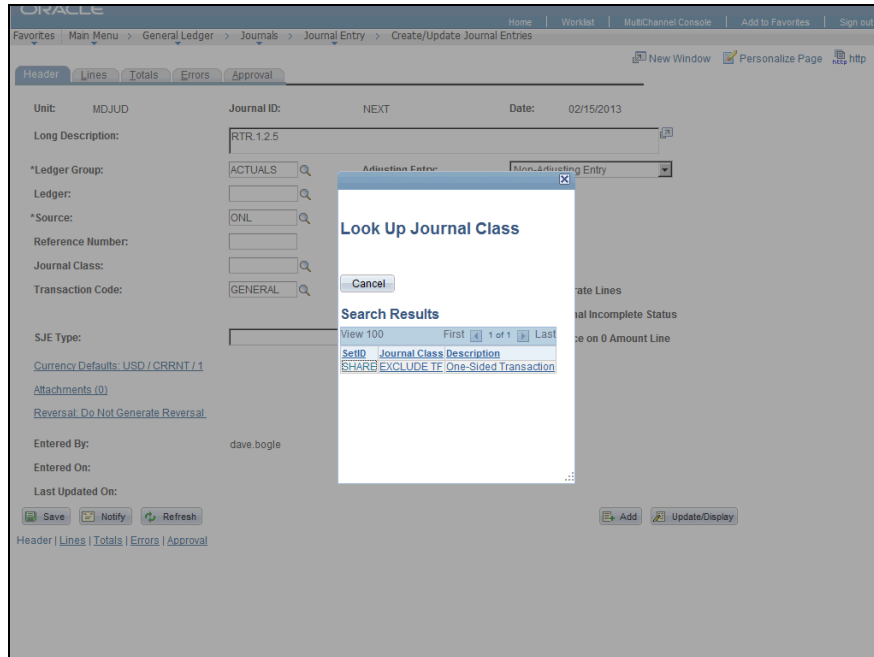
Entered On:

Last Updated On:

Save Notify Refresh Add Update/Display


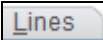
Header | Lines | Totals | Errors | Approval

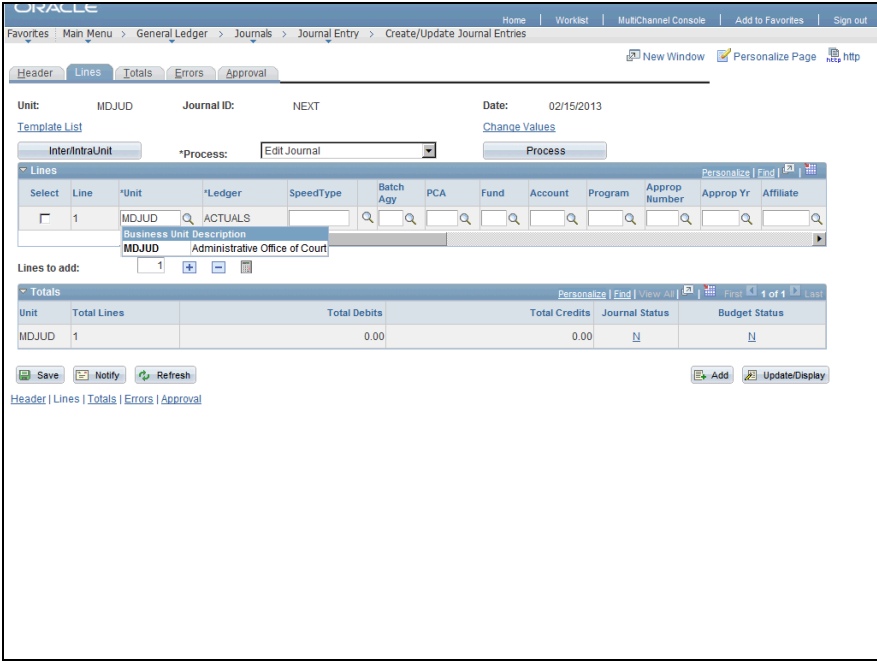
Step	Action
6.	The GL Journal - Header page displays. Enter the desired information into the Long Description field.
7.	Click the Look up Journal Class button. 



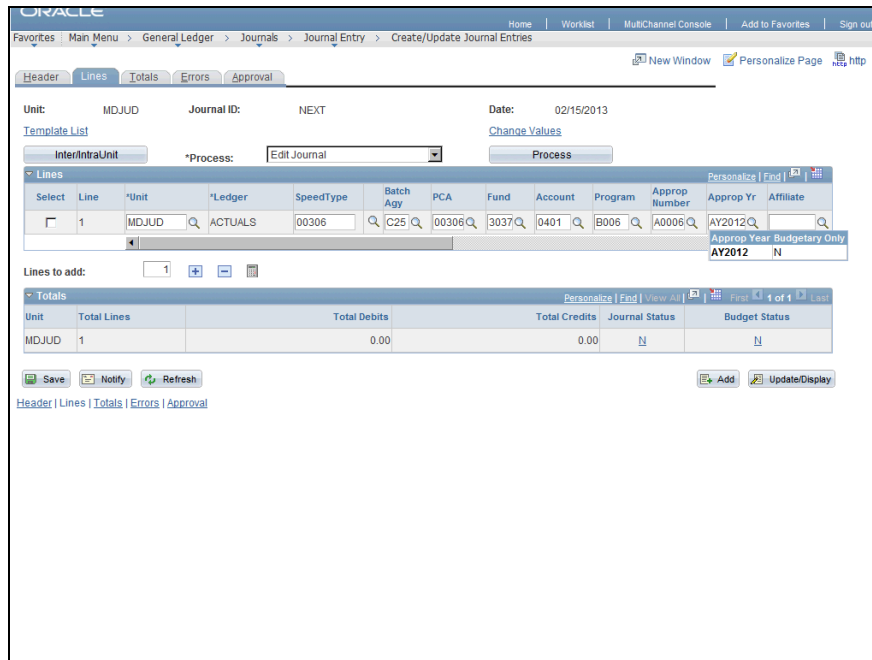
The screenshot shows the Oracle GL Journal - Header page. The 'Look Up Journal Class' dialog box is open, displaying search results for 'EXCLUDE TF One-Sided Transaction'. The results table shows a single entry with 'SetID' and 'Journal Class Description'.

SetID	Journal Class Description
SHARB	EXCLUDE TF One-Sided Transaction

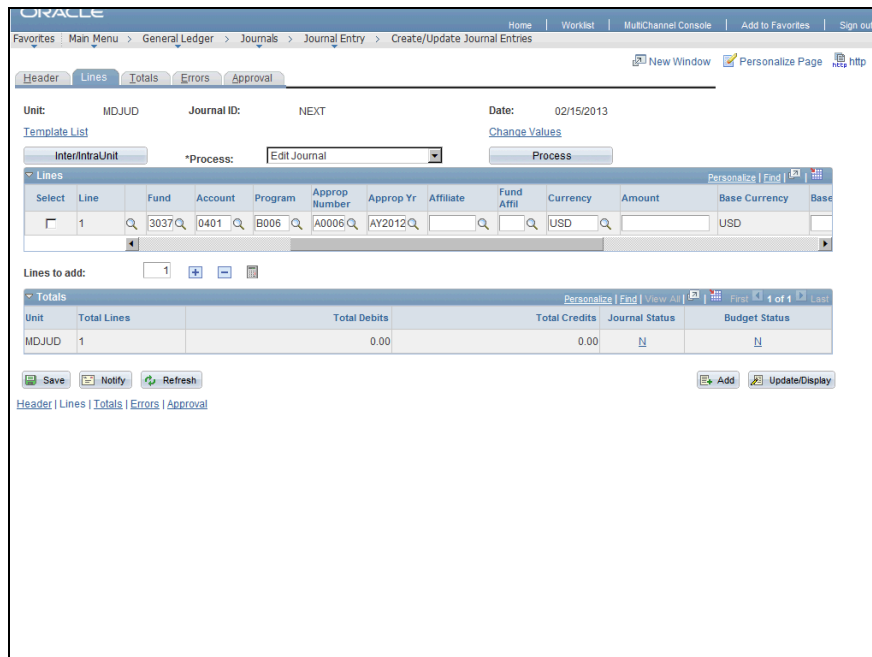
Step	Action
8.	Journal Class is used to designate a journal as a one-sided entry that will not be included in the Daily TRN file. Click the EXCLUDE TF link. 
9.	Click the Lines tab. 



Step	Action
10.	Enter the desired information into the SpeedType field.
11.	Speed Types are used as a short cut to populating PCA, Fund, Program, and Approp Number. Press [Tab] to activate the Speed type.
12.	Verify that the appropriate Chartfield values populate in Line 2, including: <ul style="list-style-type: none"> - Batch Agency - PCA - Fund - Program - Approp Number
13.	Enter the desired information into the Account field. Enter " 0401 ".
14.	Enter the desired information into the Approp Yr field. Enter " AY2012 ". <input type="text"/>




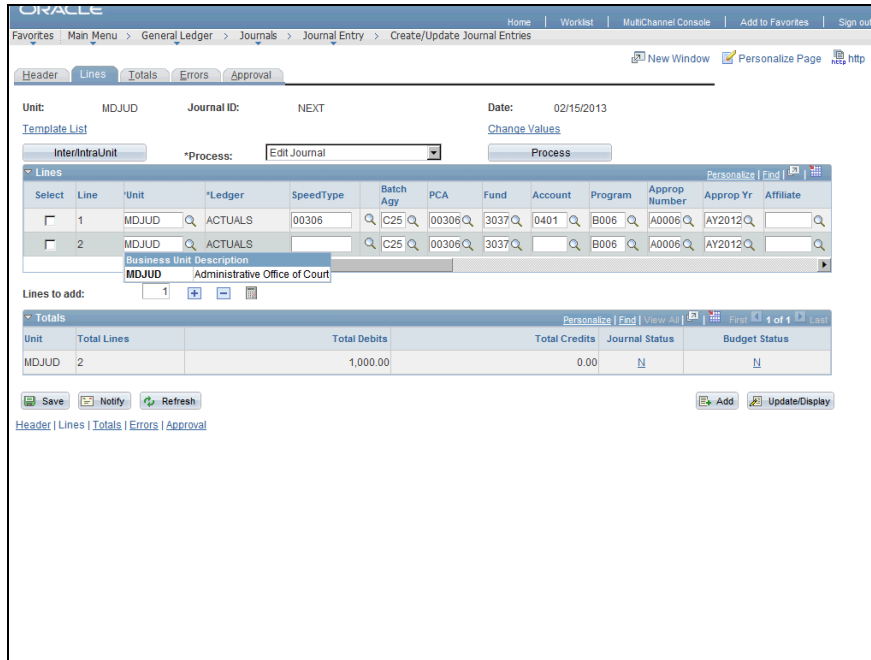
Step	Action
15.	Move the scrollbar to the right until the Amount field is visible.



Step	Action
16.	Enter the desired information into the Amount field. For example, enter " 500 ".

Training Guide

Step	Action
17.	Click the Insert Lines button. 

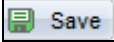


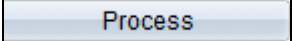
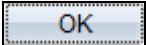


Step	Action
18.	Enter the desired information into the Account field. <input type="text"/>



Step	Action
19.	Move the scrollbar to the right until the Amount field is visible.

Step	Action
20.	Enter the desired information into the Amount field. For example, enter " -500 ".

Step	Action
21.	<p>Click the Save button.</p> <p>Click OK on the message that appears after you click Save.</p> 
22.	<p>Click the Process dropdown.</p> 
23.	<p>Select the Post Journal list item.</p> 
24.	<p>Click the Process button.</p> 
25.	<p>Click the OK button.</p> 
26.	<p>The journal is now posted.</p>
27.	<p>You have successfully completed the <i>Entering a One-Sided Journal Entry</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Enter a one-sided journals entry that is picked in the Daily TRN file run <p>End of Procedure.</p>

2.6 Entering Inter-Agency Payment Journal Entries

Inter-Agency payments will be completed with the use of the **Journal Entry** pages to capture the Judiciary side of the transaction and the InterAgency GL page to capture the other agency's side, including the accounting values. Information entered into the Inter **Agency GL** page is stored but not processed by GEARS. This information is required in GEARS so that it can be included in the **Daily TRN** file.

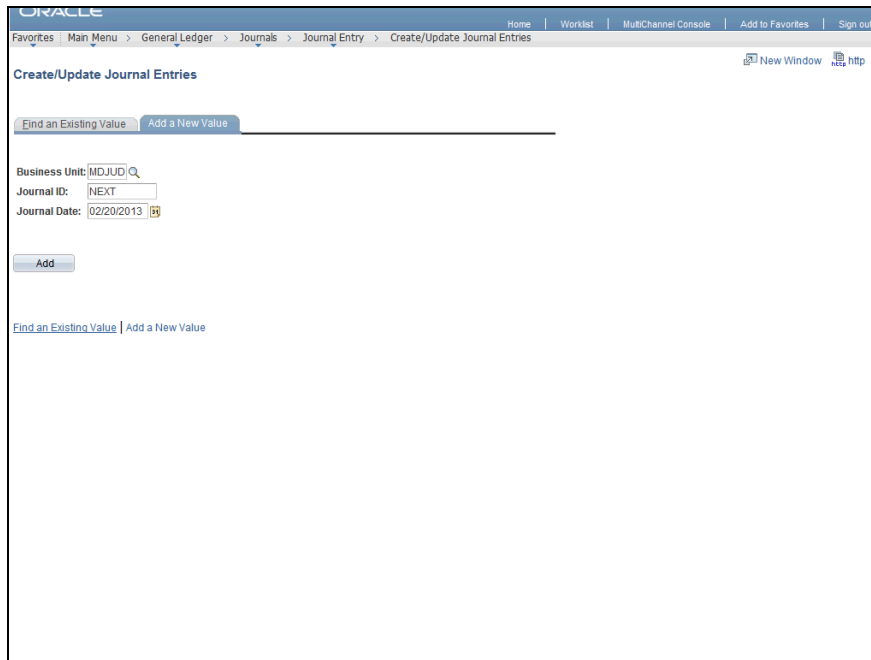
After completing this topic, you will be able to:

- Record Inter-Agency payment transactions in GEARS
- Use the **Journal Entry** pages to enter the Judiciary accounting information and post the entry
- Use the **Inter Agency GL** page to enter the other agency's accounting information

Procedure

In this topic, you will use of the **Journal Entry** pages to capture the Judiciary side of the transaction. Then you will use **InterAgency GL** page to capture the other agency side of the transaction.

Step	Action
1.	Navigate to the Create/Update Journal Entries page. Click the General Ledger link. ▶ General Ledger
2.	Click the Journals link. Journals
3.	Click the Journal Entry link. Journal Entry
4.	Click the Create/Update Journal Entries link. Create/Update Journal Entries



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

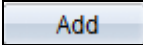
Create/Update Journal Entries

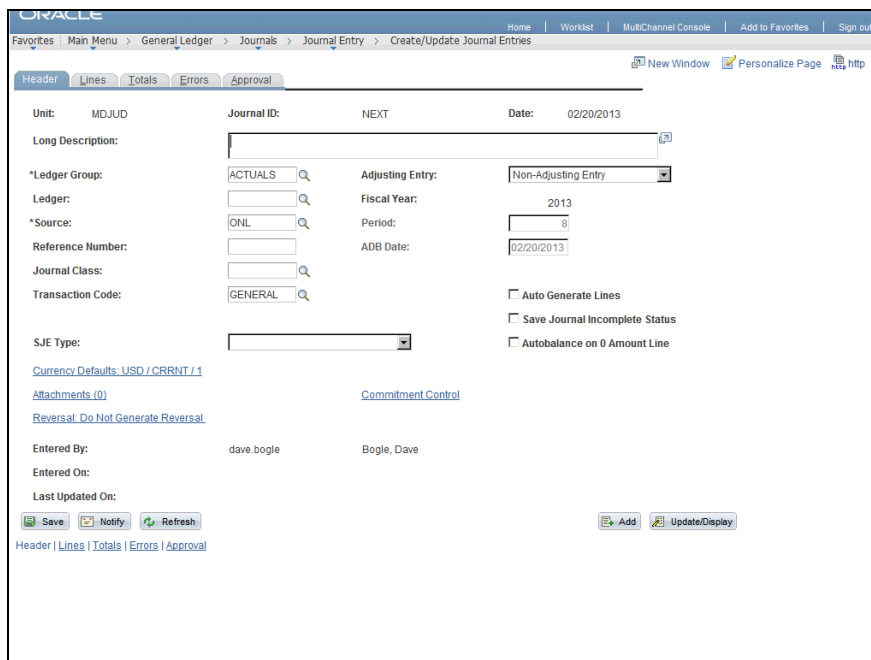
Find an Existing Value | Add a New Value

Business Unit: MDJUD
Journal ID: NEXT
Journal Date: 02/20/2013

Add

Find an Existing Value | Add a New Value

Step	Action
5.	<p>The Create/Update Journal Entries search page displays.</p> <p>Click the Add button.</p> 



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: MDJUD | Journal ID: NEXT | Date: 02/20/2013

Long Description:

*Ledger Group: ACTUALS | Adjusting Entry: Non-Adjusting Entry

Ledger: | Fiscal Year: 2013

*Source: ONL | Period: 8

Reference Number: | ADB Date: 02/20/2013

Journal Class: |

Transaction Code: GENERAL |

SJE Type: |

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

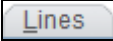
Entered By: dave.bogle | Bogle, Dave

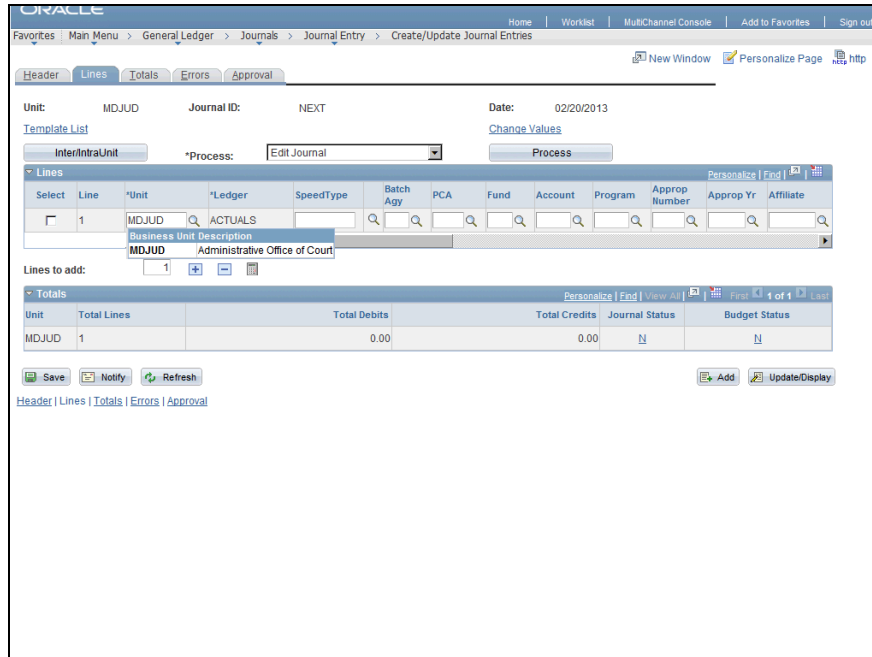
Entered On: |


Last Updated On: |

Save | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
6.	The GL Journal - Header page displays. Enter the desired information into the Long Description field.
7.	Click the Lines tab. 



Step	Action
8.	Enter the desired information into the SpeedType field.
9.	Verify that the appropriate Chartfield values populate, including: <ul style="list-style-type: none"> - Batch Agency - PCA - Fund - Program - Approp Number
10.	Enter the desired information into the Account field.
11.	Enter the desired information into the Approp Yr field.
12.	Use the scrollbar to access the Amount field.
13.	Enter the desired information into the Amount field. For example, enter "200".
14.	Click the Insert Lines button. 

Unit: MDJUD Journal ID: NEXT Date: 02/20/2013

Template List [Change Values](#)

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	Unit	*Ledger	SpeedType	Batch	PCA	Fund	Account	Program	Approp	Approp	Approp	Affiliate
					Agy					Number	Yr		
<input type="checkbox"/>	1	MDJUD	ACTUALS	00306	C15	00306	3037	0401	B006	A0006	AY2012		
<input type="checkbox"/>	2	MDJUD	ACTUALS		C15	00306	3037		B006	A0006	AY2012		

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	400.00	0.00	N	N

Save Notify Refresh Add Update/Display

Step	Action
15.	Enter the desired information into the Account field.
16.	Enter the desired information into the Amount field. For example, enter "-200" .
17.	Click the Save button.

Unit: MDJUD Journal ID: 0000000635 Date: 02/20/2013

Template List [Search Criteria](#) [Change Values](#) [View Audit Logs](#)

Inter/IntraUnit *Process: Edit Journal Process Line: 2



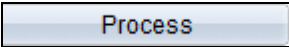
Select	Line	Account	Program	Approp	Approp	Affiliate	Fund	Currency	Amount	Base	Base
				Number	Yr		Affil			Currency	Amount
<input type="checkbox"/>	1	0401	B006	A0006	AY2012			USD	200.00	USD	200.00
<input type="checkbox"/>	2	2801	B006	A0006	AY2012			USD	-200.00	USD	-200.00

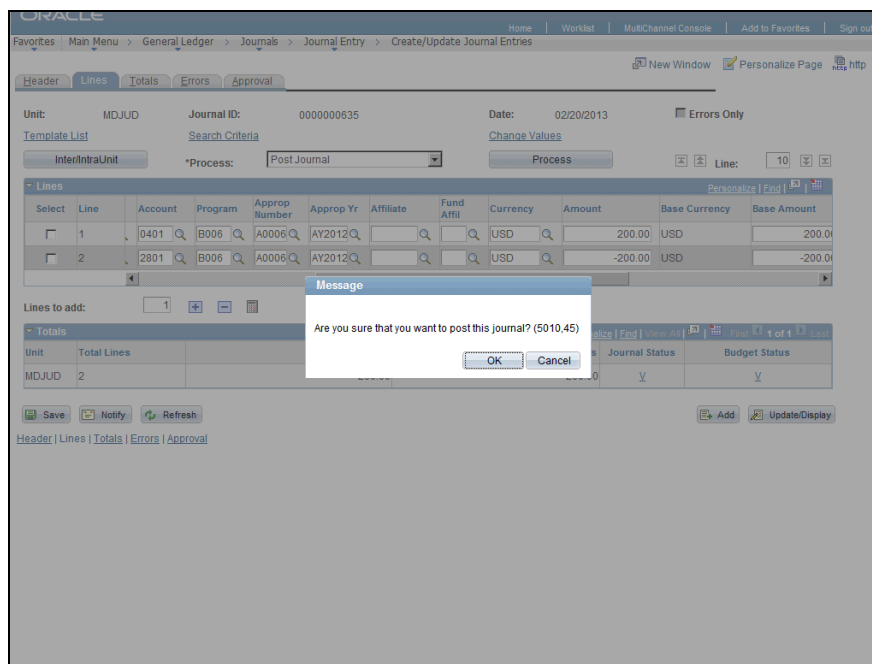
Lines to add: 1

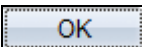



Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2		200.00	N	N

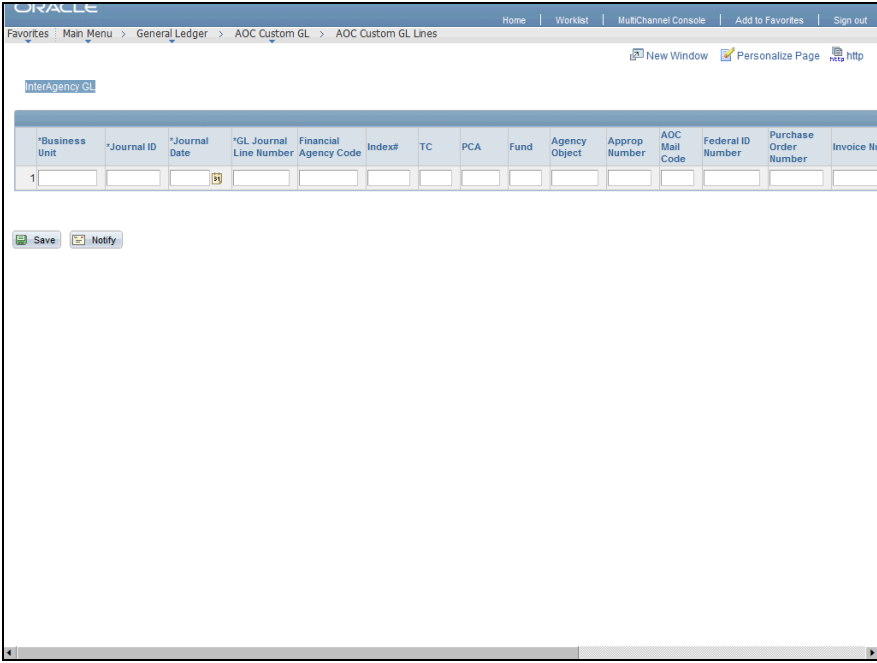
Save Notify Refresh Add Update/Display

Message: Journal 0000000635 is saved. (5210.6) OK

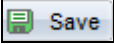
Step	Action
18.	Click the OK button. 
19.	Click the Process list and select the Process list item. 
20.	Click the Process button. 



Step	Action
21.	Click the OK button. 
22.	Take note of the Journal ID and Date.
23.	Click the General Ledger button. 
24.	Click the AOC Custom GL menu. 
25.	Click the AOC Custom GL Lines menu. 



Step	Action
26.	Enter the desired information into the Business Unit field. Enter " MDJUD ".
27.	Enter the desired information into the Journal ID field.
28.	Enter the desired information into the Journal Date field.
29.	Enter the desired information into the GL Journal Line Number field.
30.	Enter the desired information into the Financial Agency Code field. For example, enter " Q00 ".
31.	Enter the desired information into the Index# field. For example, enter " A0000 ".
32.	Enter the desired information into the TC field. For example, enter " 410 ".
33.	Enter the desired information into the PCA field. For example, enter " Z1010 ".
34.	Enter the desired information into the Agency Object field. For example, enter " 0161 ".
35.	Enter the desired information into the AOC Mail Code field. For example, enter " 038 ".
36.	Enter the desired information into the Federal ID Number field. For example, enter " 0526002033 ".
37.	Enter the desired information into the Purchase Order Number field. For example, enter " 32553 ".
38.	Enter the desired information into the Invoice Number field. For example, enter " 404939 ".
39.	Enter the desired information into the Amount field. For example, enter " 200 ".

Step	Action
40.	Enter the desired information into the Journal Line Description field. For example, enter " JUD 124 001 ".
41.	Click the Save button. 
42.	<p>You have successfully completed the <i>Entering Inter-Agency Payment Journal Entries</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Enter and edit inter-agency payment journals <p>End of Procedure.</p>

Lesson 3: Creating and Using Standard Journals

Lesson Overview

In GEARS, there are two types of **Standard Journals**: **recurring journals** and **template journals**. Recurring journals are journals that have the same coding and amounts that are created on a schedule such as the first of every month. Template journals are journals that have the same coding but no amounts that are created on a schedule such as the first of every month.

Lesson Objectives

After completing this lesson, you will be able to:

- Create a model journal
- Generate recurring journals
- Create and use a template journal to create a journal entry

3.1 Creating a Model Journal Entry

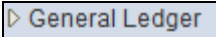

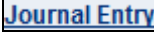

Before the system can create Standard journals, you must first create a model journal. The model journal is the journal that the system will use to create the recurring journals.

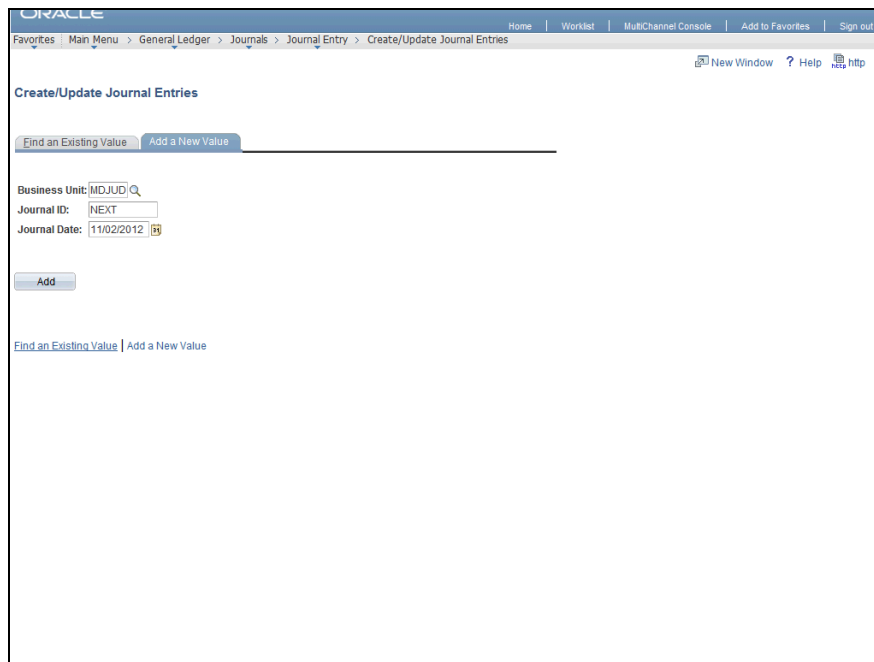
After completing this topic, you will be able to:

- Create a model journal to be used for future journal entries

Procedure

In this topic, you will create a model journal.

Step	Action
1.	Navigate to the Create/Update Journal Entries page. Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 



ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

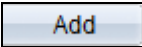
Create/Update Journal Entries

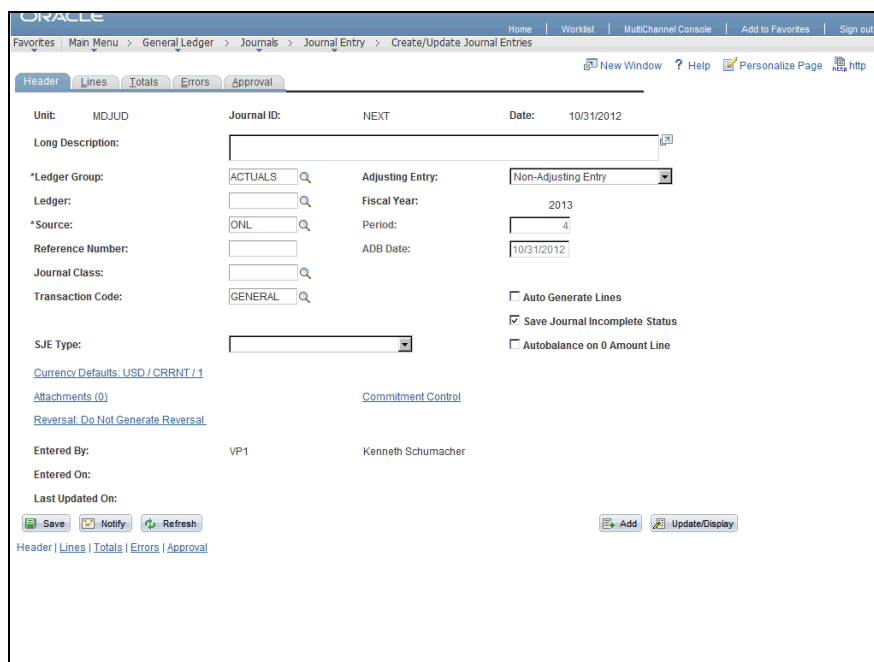
Find an Existing Value | Add a New Value

Business Unit: MDJUD Q
 Journal ID: NEXT
 Journal Date: 11/02/2012

Add

Find an Existing Value | Add a New Value

Step	Action
5.	<p>The Create/Update Journal Entries search page displays.</p> <p>Click the Add button.</p> 



ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 10/31/2012

Long Description:

*Ledger Group: ACTUALS Q Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: ONL Q Period: 4

Reference Number: ADB Date: 10/31/2012

Journal Class: Transaction Code: GENERAL Q

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal



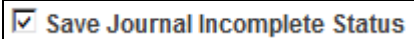
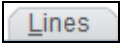
Entered By: VP1 Entered On: Kenneth Schumacher

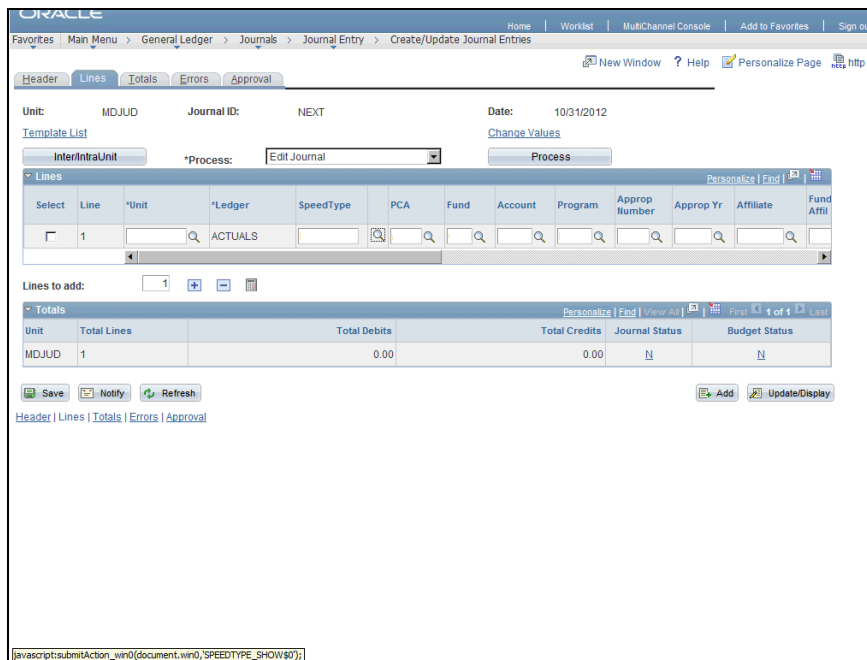
Last Updated On:

Save Notify Refresh


Add Update/Display

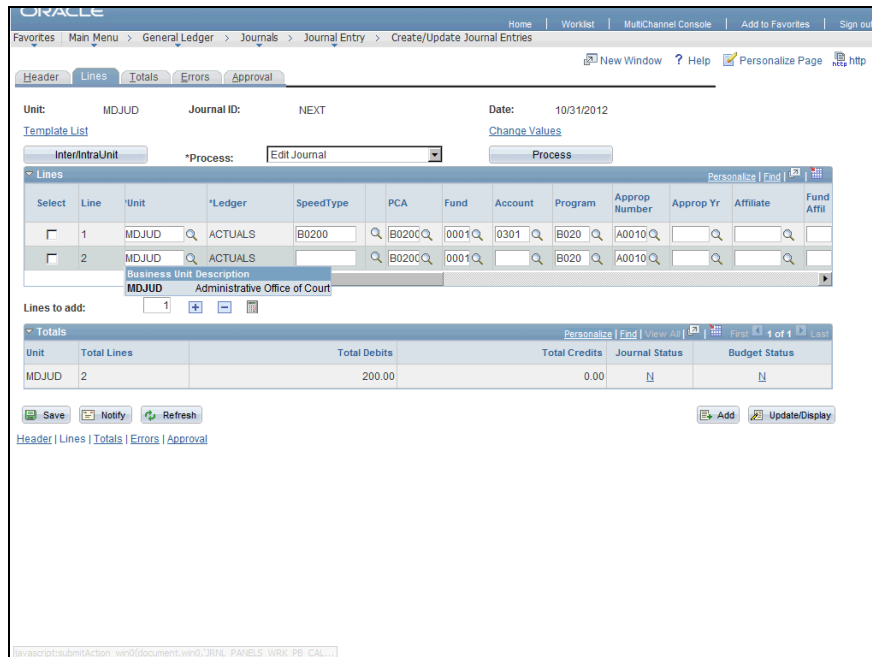
Header | Lines | Totals | Errors | Approval

Step	Action
6.	The GL Journal - Header page displays. Enter the desired information into the Long Description field.
7.	Click the SJE Type list box. 
8.	Click the Model -- Do Not Post list item. 
9.	If the Save Journal Incomplete Status option should not be selected. If selected, click the Save Journal Incomplete Status option to deselect it. 
10.	Click the Lines tab. 




Step	Action
11.	Enter the desired information into the Unit field. Enter " MDJUD ".
12.	Enter the desired information into the SpeedType field.
13.	Press [Tab] .

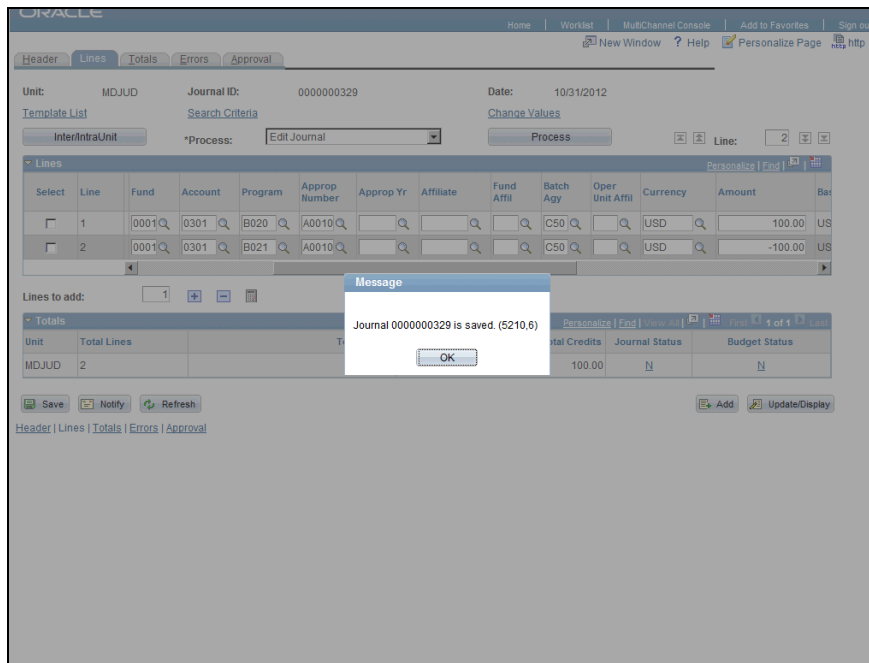
Step	Action
14.	Verify that the appropriate Chartfield values populate, including: <ul style="list-style-type: none"> - Batch Agency - PCA - Fund - Program - Approp Number
15.	Enter the desired information into the Account field.
16.	Enter the desired information into the Amount field. For example, enter " 100.00 ".
17.	Click the Insert Lines button. 




Step	Action
18.	Enter the desired information into the Unit field. Enter " MDJUD ".
19.	Enter the desired information into the SpeedType field.
20.	Press [Tab] .
21.	Verify that the following Chartfield values populate: <ul style="list-style-type: none"> - Batch Agency - PCA - Fund - Program - Approp Number
22.	Enter the desired information into the Account field.

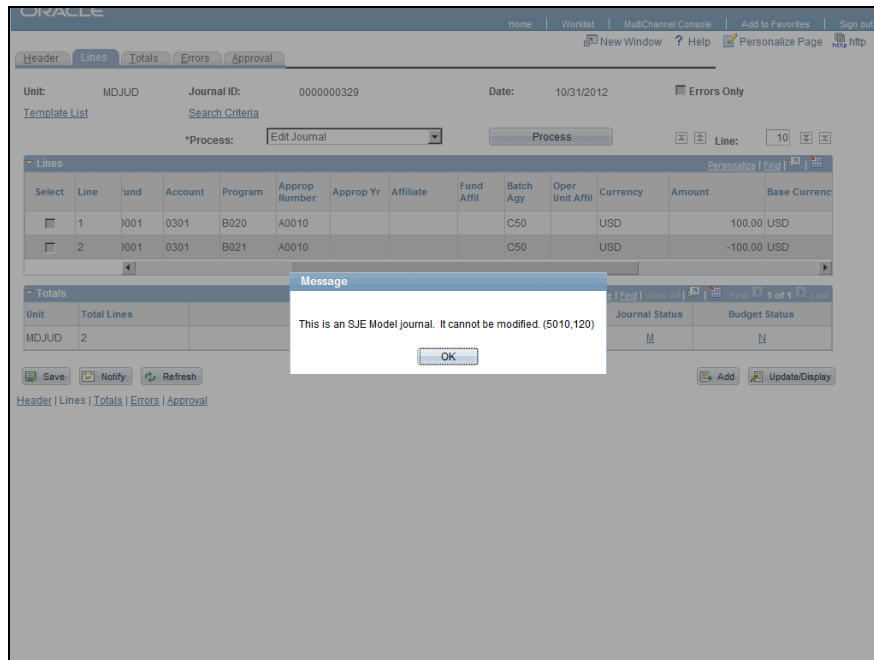
Training Guide

Step	Action
23.	Enter the desired information into the Amount field. For example, enter " -100.00 ".
24.	Click the Save button.  Save



The screenshot shows the Oracle Financials 'Edit Journal' interface. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. The 'Header' tab is active, displaying fields for Unit (MDJUD), Journal ID (0000000329), and Date (10/31/2012). Below these are search criteria and a 'Process' button. The 'Lines' section shows a table with columns for Select, Line, Fund, Account, Program, Approp Number, Approp Yr, Affiliate, Fund Affil, Batch Agy, Oper Unit Affil, Currency, Amount, and Bal. Two lines are visible: Line 1 with a debit of 100.00 to account 0301, and Line 2 with a credit of -100.00 to account 0301. A 'Message' dialog box is overlaid on the screen, indicating that the journal has been saved successfully. The dialog box contains the text 'Journal 0000000329 is saved. (5210.6)' and an 'OK' button.

Step	Action
25.	<p>A confirmation message displays the system generated journal ID.</p> <p>NOTE: Take note of the ID for future searches.</p> <p>Click the OK button.</p>  OK



Step	Action
26.	<p>A message confirming the creation of the Standard Journal Entry (SJE) model journal displays.</p> <p>You cannot modify a model journal.</p>
27.	<p>You have successfully completed the <i>Creating a Model Journal Entry</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Create a Standard Journal Entry (SJE) model journal <p>End of Procedure.</p>

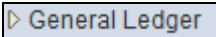
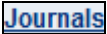


3.2 Generating a Recurring Journal Entry

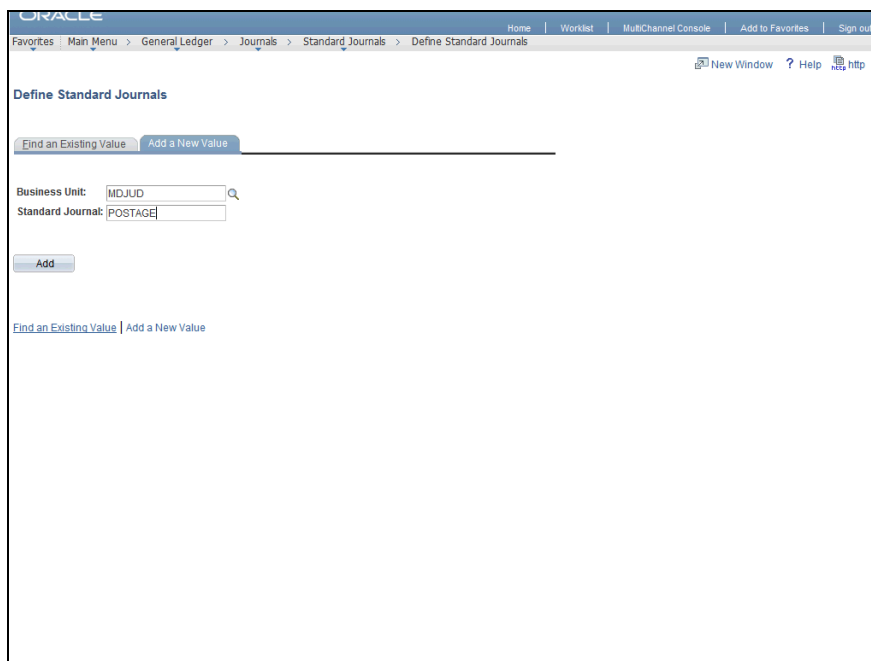
After completing this topic, you will be able to:

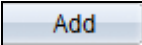
- Create recurring journals from a model journal

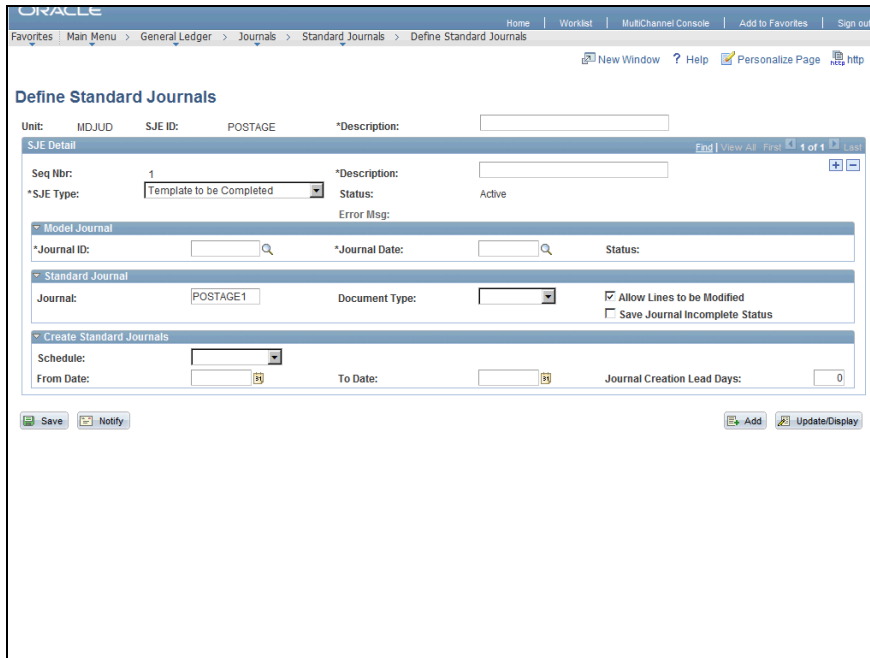
Procedure

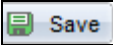
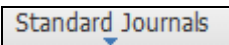
In this topic, you will generate recurring journals based on a previously created model journal.

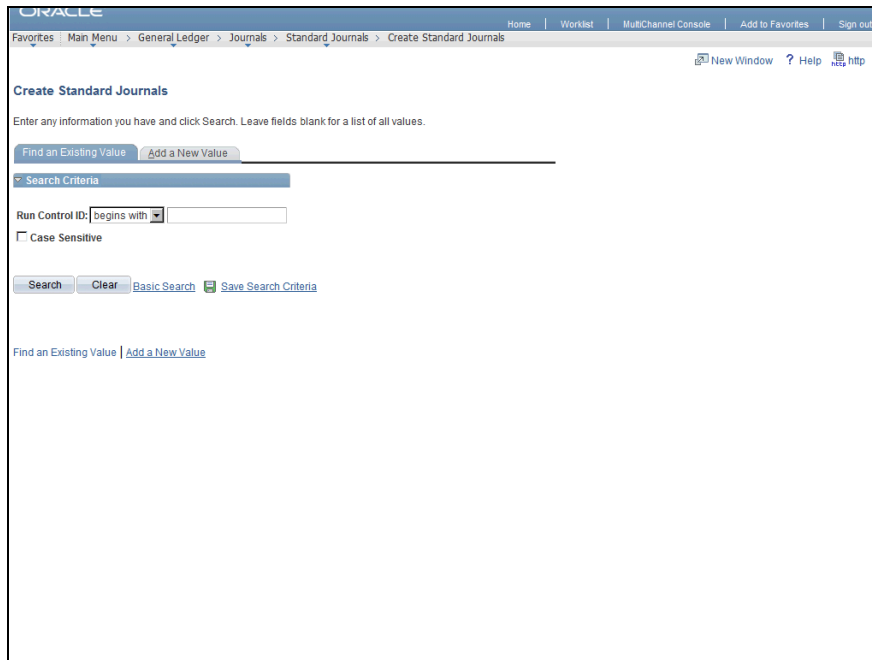
Step	Action
1.	Navigate to the Define Standard Journals page. Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Standard Journals link. 
4.	Click the Define Standard Journals link. 

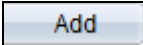


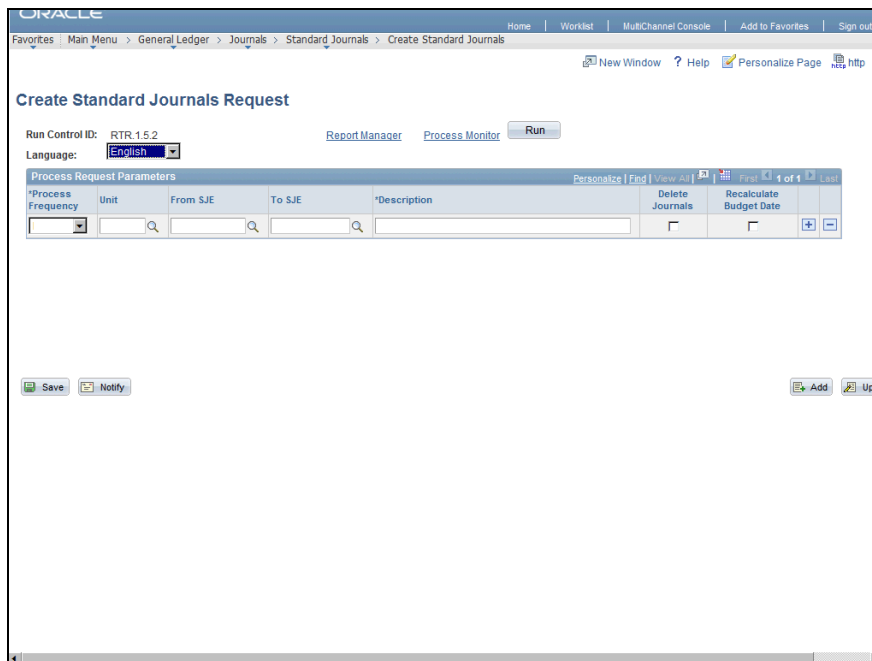
Step	Action
5.	Click the Add button. 

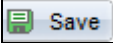
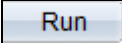


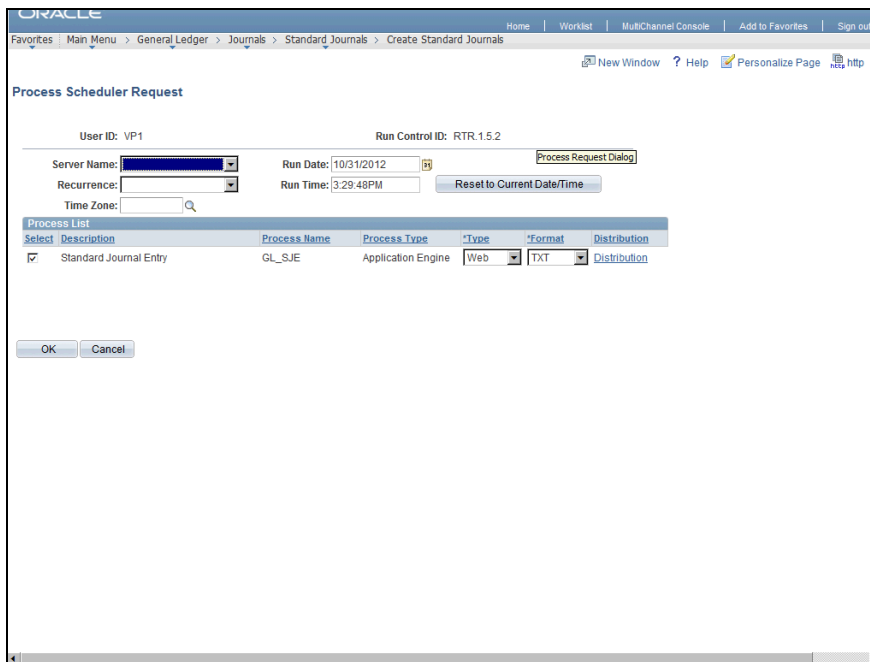
Step	Action
6.	Enter the desired information into the Description field. Enter e.g. " POSTAGE SJE ".
7.	Enter the desired information into the SJE Type field. Enter " Recurring on a Schedule ".
8.	Enter the desired information into the Journal ID field.
9.	Enter the desired information into the Schedule field.
10.	Enter the desired information into the From Date field.
11.	Enter the desired information into the To Date field.
12.	Click the Save button. 
13.	Click the Create Standard Journals tab. 



Step	Action
14.	Enter the desired information into the Run Control ID field.
15.	Click the Add button. 



Step	Action
16.	Enter the desired information into the Process Frequency field. Enter " Once ".
17.	Enter the desired information into the Unit field. Enter " MDJUD ".
18.	Enter the desired information into the From SJE field.
19.	Enter the desired information into the To SJE field "
20.	Enter the desired information into the Description field.
21.	Click the Save button. 
22.	Click the Run button. 



ORACLE
 Favorites | Main Menu > General Ledger > Journals > Standard Journals > Create Standard Journals
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

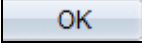
Process Scheduler Request

User ID: VP1 Run Control ID: RTR1.5.2

Server Name: [dropdown] Run Date: 10/31/2012 [calendar icon] Process Request Dialog
 Recurrence: [dropdown] Run Time: 3:29:48PM Reset to Current Date/Time
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Standard Journal Entry	GL_SJE	Application Engine	Web	TXT	Distribution

OK Cancel

Step	Action
23.	Click the OK button. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Standard Journals > Create Standard Journals

New Window ? Help Personalize Page http

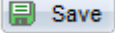
Create Standard Journals Request

Run Control ID: RTR152 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 12689

Process Request Parameters						Personalize Find View All Add First 1 of 1 Last
Process Frequency	Unit	From SJE	To SJE	Description	Delete Journals	Recalculate Budget Date
Once	MDJUD	POSTAGE	POSTAGE	Monthly Postage Transfer	<input type="checkbox"/>	<input type="checkbox"/>

Save Notify Add Update

Step	Action
24.	Click the Save button. 
25.	You have successfully completed the <i>Generating Recurring Journal Entries</i> topic. You have learned how to: - Create recurring journals from a model journal End of Procedure.

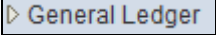
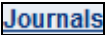


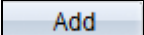
3.3 Creating a Template Journal Entry

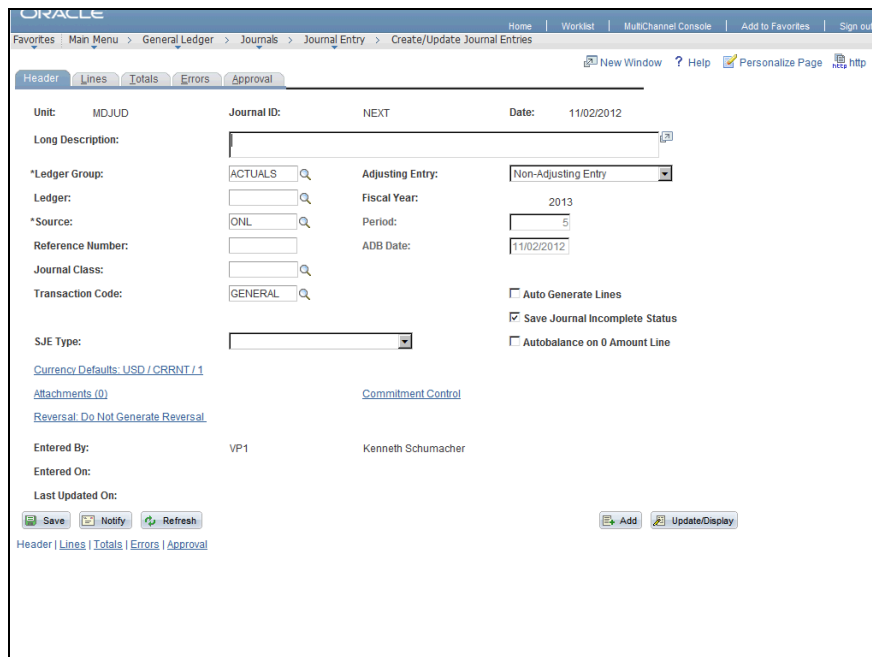
After completing this topic, you will be able to:

- Create a template journal from a model journal

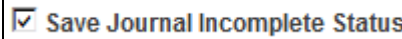
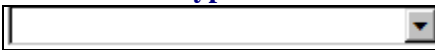

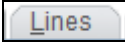
Procedure

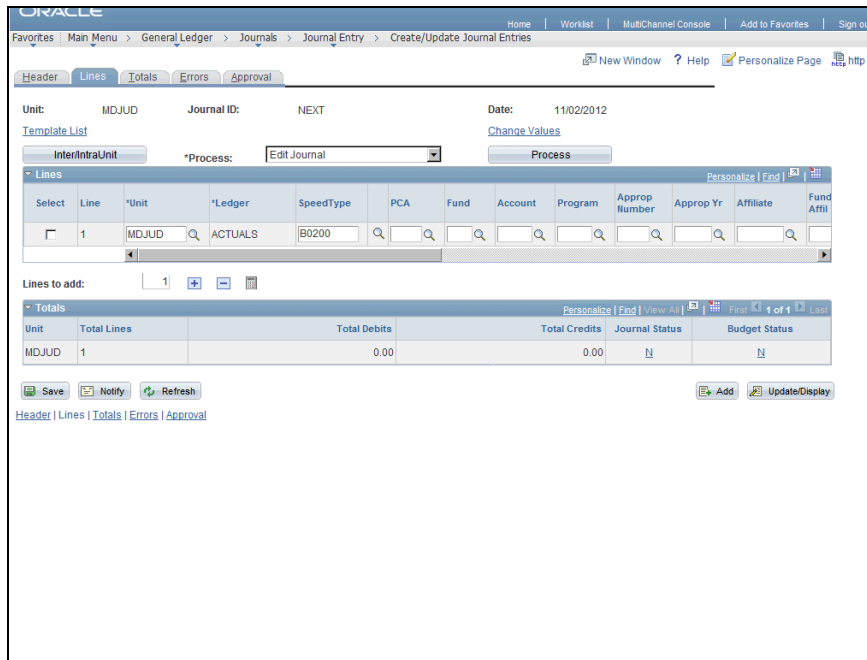
In this topic, you will create a model journal and generate template journals based on that journal.

Step	Action
1.	Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 
5.	Click the Add button. 



The screenshot shows the Oracle General Ledger 'Create/Update Journal Entries' form. The breadcrumb trail is: Home > Worklist > MultiChannel Console > Add to Favorites > Sign out > Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The form includes tabs for Header, Lines, Totals, Errors, and Approval. The Header tab is active, showing fields for Unit (MDJUD), Journal ID (NEXT), Date (11/02/2012), Long Description, Ledger Group (ACTUALS), Adjusting Entry (Non-Adjusting Entry), Ledger, Fiscal Year (2013), Source (ONL), Period (5), Reference Number, ADB Date (11/02/2012), Journal Class, Transaction Code (GENERAL), SJE Type, and checkboxes for Auto Generate Lines, Save Journal Incomplete Status, and Autobalance on 0 Amount Line. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

Step	Action
6.	Enter the desired information into the Long Description field.
7.	Click the Save Journal Incomplete Status option to deselect it. 
8.	Click the SJE Type list. 
9.	Click the Model -- Do Not Post list item. 
10.	Click the Lines tab. 



Step	Action
11.	Enter the desired information into the SpeedType field.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

New Window ? Help Personalize Page http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/02/2012

Template List Change Values

InterIntraUnit *Process: Edit Journal Process

Lines

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affli
<input type="checkbox"/>	1	MDJUD	ACTUALS	B0200								

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
12.	Press [Tab] .

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

New Window ? Help Personalize Page http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: NEXT Date: 11/02/2012

Template List Change Values

InterIntraUnit *Process: Edit Journal Process

Lines

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affli
<input type="checkbox"/>	1	MDJUD	ACTUALS	B0200	B0200	0001		B020	A0010			


Lines to add: 1

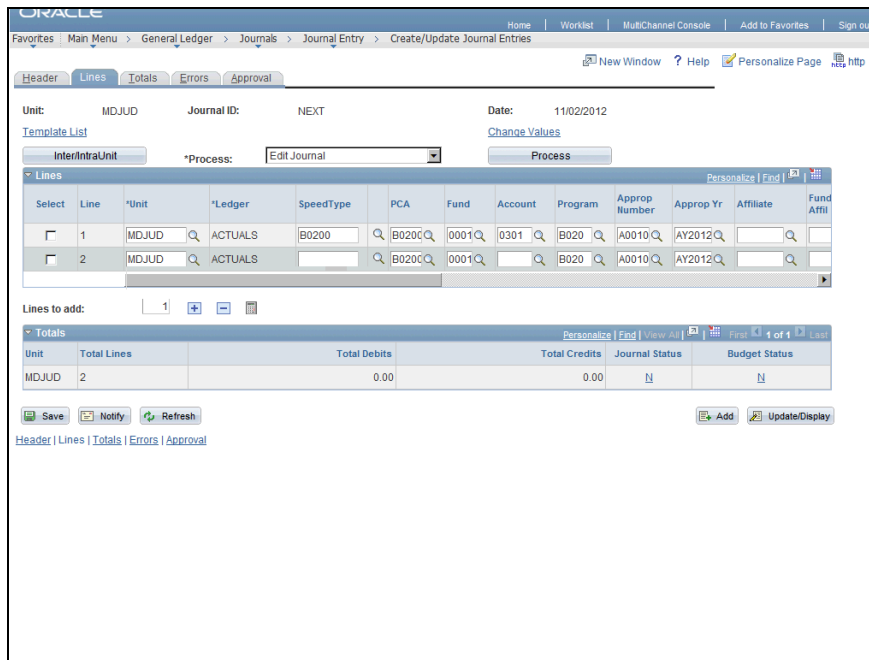
Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
13.	Verify that the following Chartfield values populate: - Batch Agency - PCA - Fund - Program - Approp Number
14.	Enter the desired information into the Account field.
15.	Enter the desired information into the Approp Yr field.
16.	Use the horizontal scrollbar to reveal the Amount field.
17.	Click the Insert Lines button. 



Oracle General Ledger Journal Entry - Create/Update Journal Entries

Unit: MDJUD Journal ID: NEXT Date: 11/02/2012

Template List: InterIntraUnit *Process: Edit Journal Process

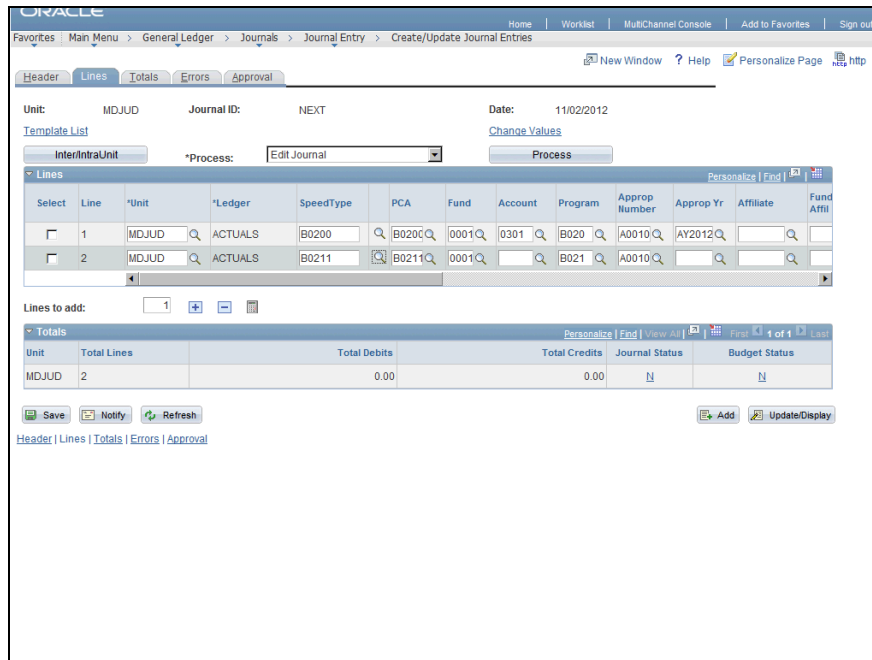
Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS	B0200	B0200	0001	0301	B020	A0010	AY2012		
<input type="checkbox"/>	2	MDJUD	ACTUALS		B0200	0001		B020	A0010	AY2012		

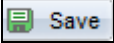
Lines to add: 1

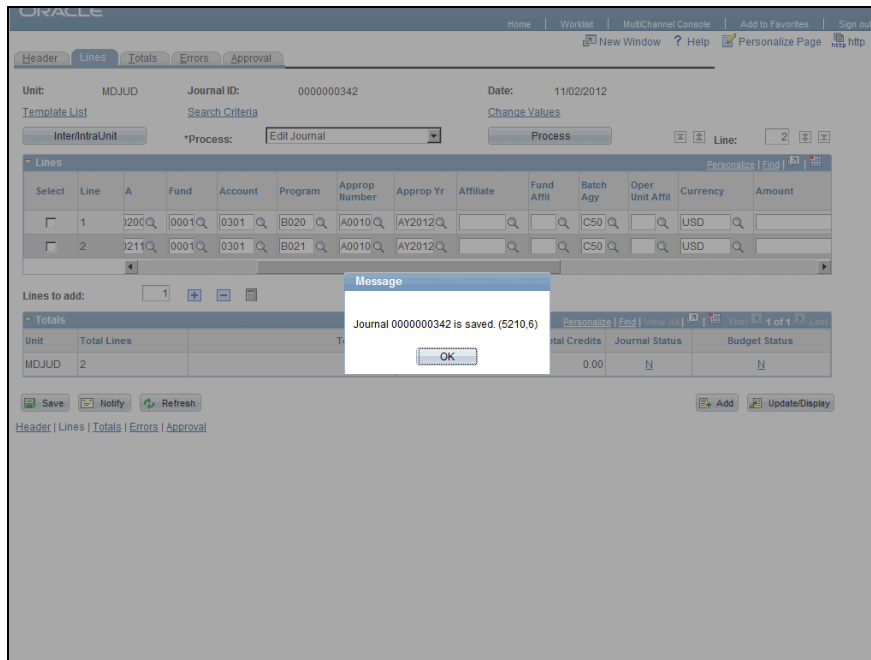
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	0.00	0.00	N	N

Buttons: Save, Notify, Refresh, Add, Update/Display


Step	Action
18.	On the second line, enter the desired information into the SpeedType field.
19.	Press [Tab] .

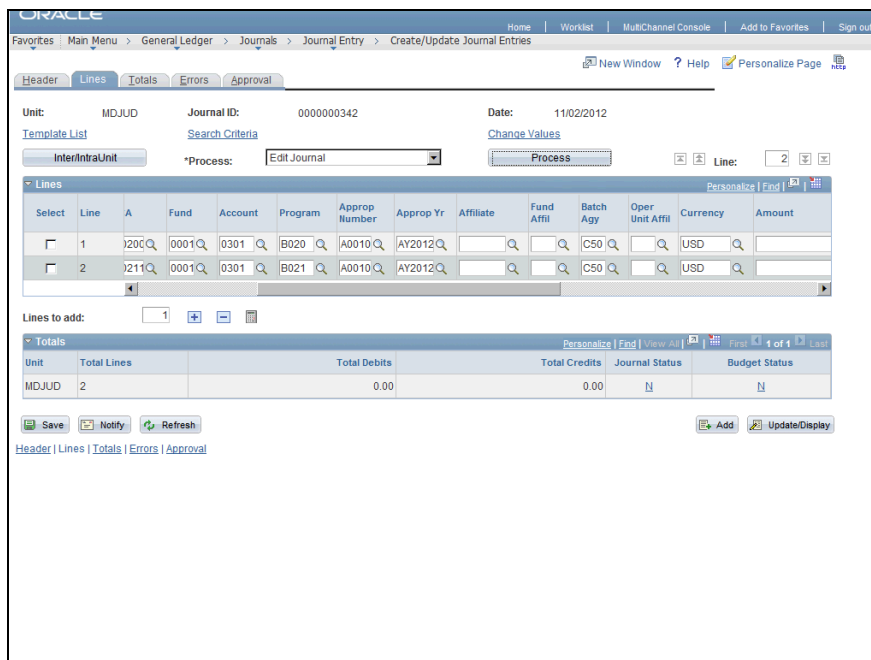


Step	Action
20.	Verify that the appropriate Chartfield values populate, including: <ul style="list-style-type: none"> - Batch Agency - PCA - Fund - Program - Approp Number
21.	Enter the desired information into the Account field.
22.	Enter the desired information into the Approp Yr field.
23.	Use the horizontal scrollbar to reveal the Amount field.
24.	Click the Save button. 

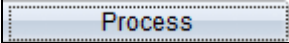


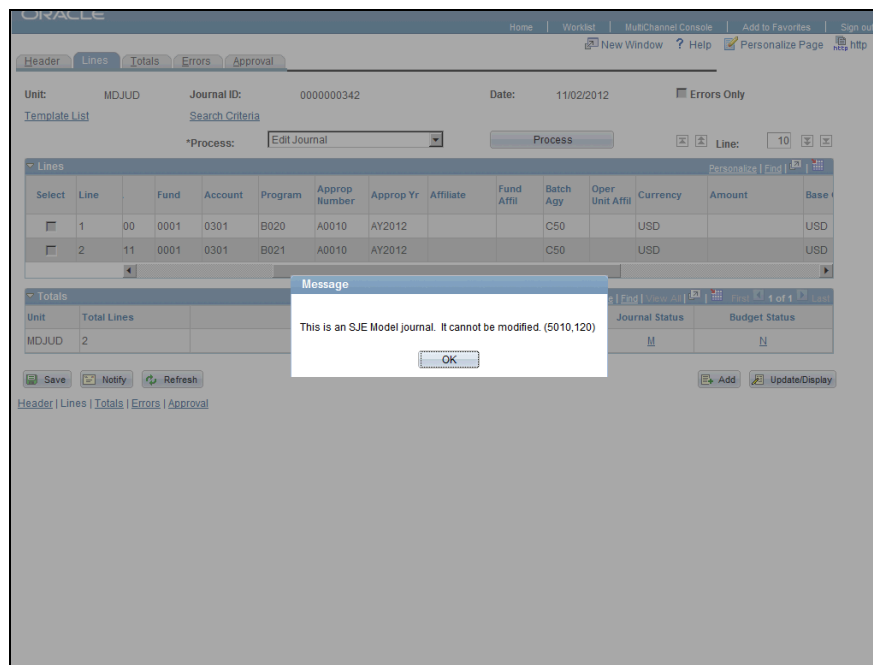
The screenshot shows the Oracle Journal Entry interface. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. The Header section displays Unit: MDJUD, Journal ID: 0000000342, and Date: 11/02/2012. Below this, there are fields for Template List, Search Criteria, and Change Values. The Lines section shows a table with columns: Select, Line, A, Fund, Account, Program, Approp Number, Approp Yr, Affiliate, Fund Affil, Batch Agy, Oper Unit Affil, Currency, and Amount. Two lines are visible: Line 1 with Fund 0001, Account 0301, Program B020, and Line 2 with Fund 0001, Account 0301, Program B021. A message box is overlaid on the screen, stating "Journal 0000000342 is saved. (5210.6)" with an OK button.

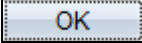
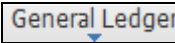


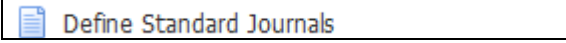
Step	Action
25.	<p>Take note of the Journal ID.</p> <p>Click the OK button.</p> 

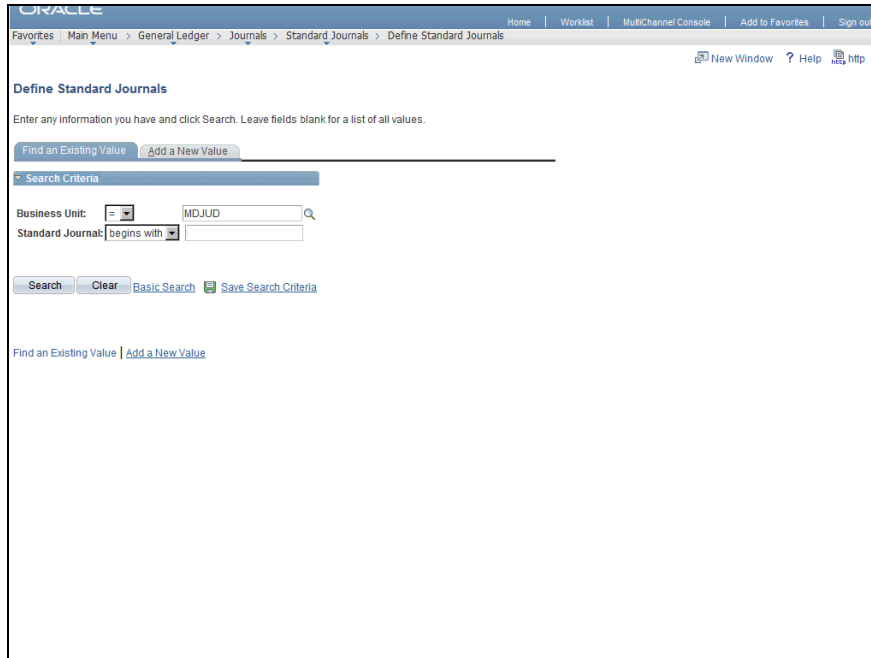


The screenshot shows the Oracle Journal Entry interface, similar to the previous one, but with the Totals section expanded. The Totals section displays the following values: Unit: MDJUD, Total Lines: 2, Total Debits: 0.00, Total Credits: 0.00, Journal Status: N, and Budget Status: N. The Lines section remains the same, showing two lines.

Step	Action
26.	Verify that the Process list displays "Edit Journal".
27.	Click the Process button. 



Step	Action
28.	Click the OK button to acknowledge the message. 
29.	Using the drop down menu, navigate to the Define Standard Journals page. Click the General Ledger menu button. 
30.	Click the Journals menu. 
31.	Click the Standard Journals menu. 
32.	Click the Define Standard Journals menu. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Standard Journals > Define Standard Journals

New Window ? Help http

Define Standard Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

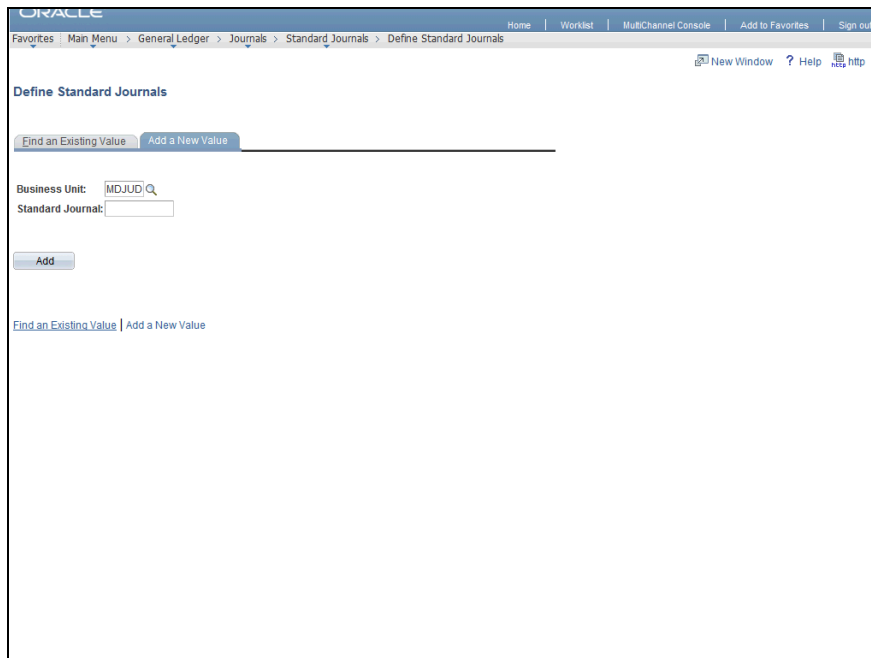
Business Unit: MDJUD

Standard Journal: begins with

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
33.	Click the Add a New Value tab. <div>Add a New Value</div>



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Standard Journals > Define Standard Journals

New Window ? Help http

Define Standard Journals

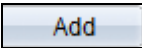
Find an Existing Value | Add a New Value

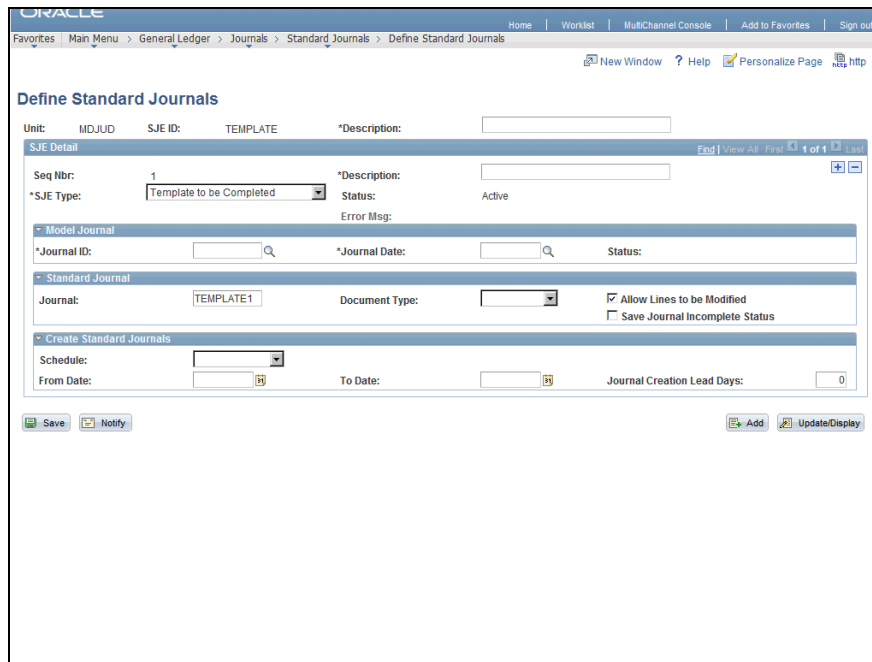
Business Unit: MDJUD



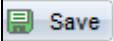
Standard Journal:




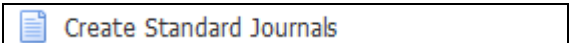
Add

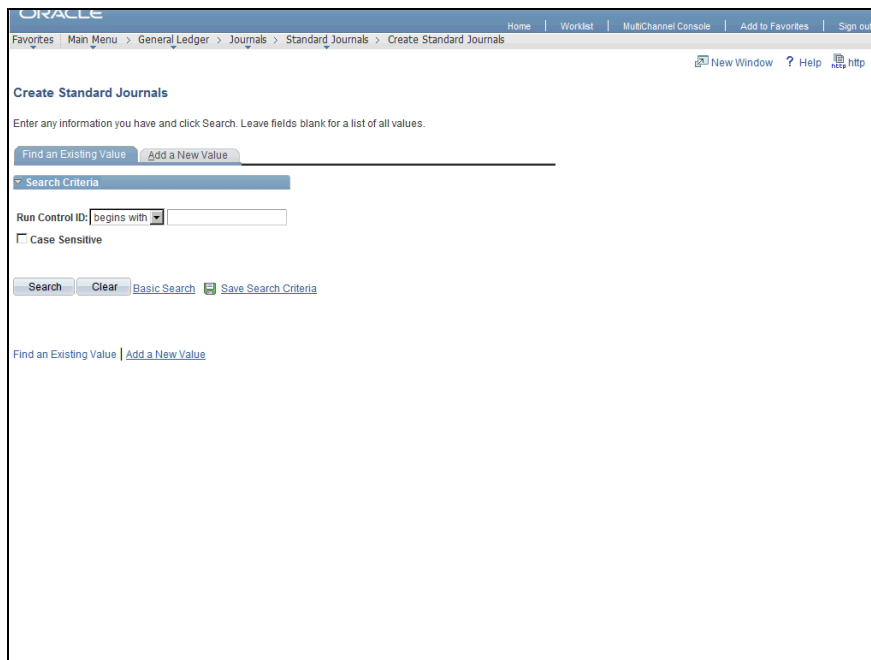
Find an Existing Value | Add a New Value

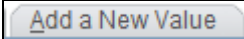
Step	Action
34.	Enter the desired information into the Standard Journal field. For example, enter " TEMPLATE ".
35.	Click the Add button. 

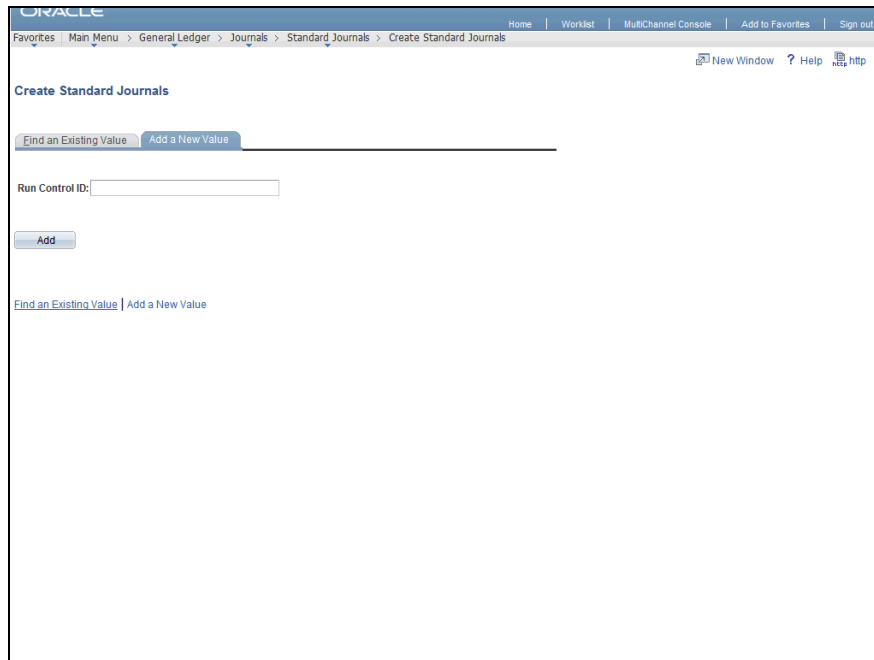


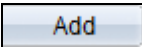
Step	Action
36.	Enter the desired information into the Description field.
37.	In the SJE Detail section, enter the desired information into the Description field.
38.	Verify that the SJE Type field displays "Template to be Completed".
39.	Enter the desired information into the Journal ID field.
40.	Enter the desired information into the Journal Date field.
41.	Click the Schedule list. 
42.	Click the MONTHLY list item. 
43.	Enter the desired information into the From Date field.
44.	Enter the desired information into the To Date field.
45.	Click the Save button. 

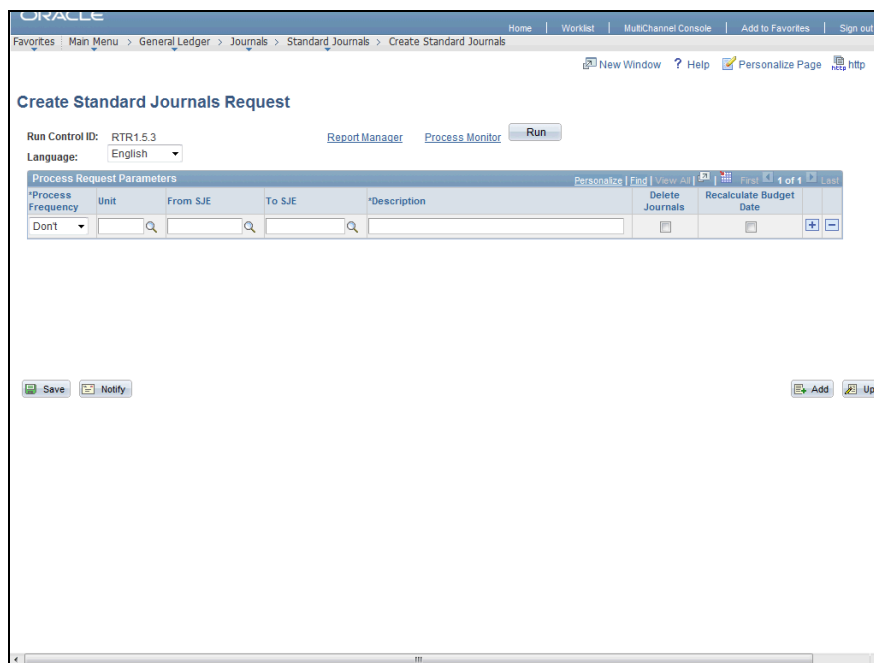
Step	Action
46.	Use the drop down menu to navigate to the Create Standard Journals page. Click the General Ledger menu button. 
47.	Click the Journals menu. 
48.	Click the Standard Journals menu. 
49.	Click the Create Standard Journals menu. 

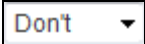
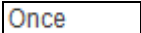
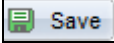
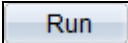


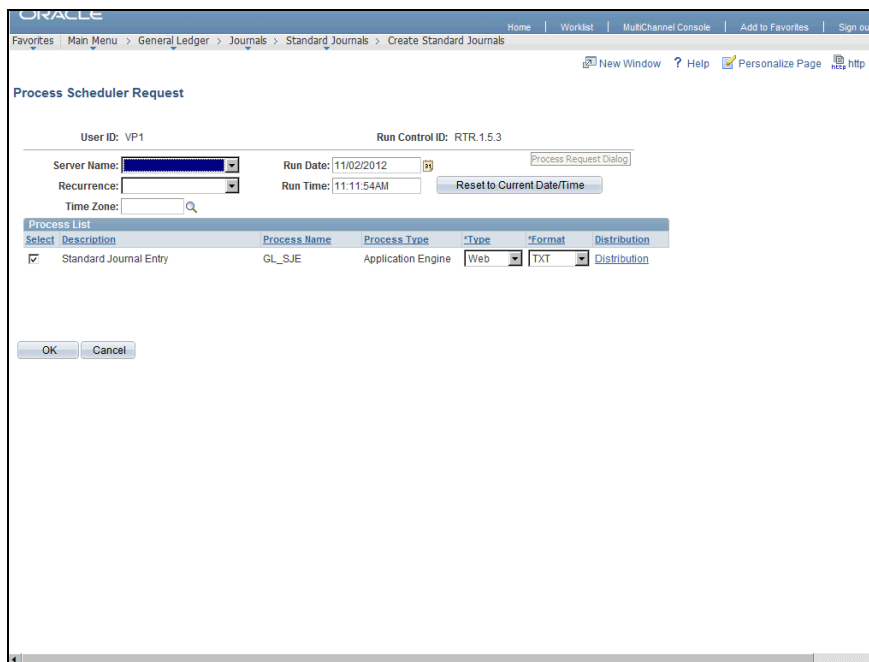
Step	Action
50.	Click the Add a New Value tab. 



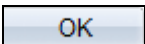
Step	Action
51.	Enter the desired information into the Run Control ID field.
52.	Click the Add button. 

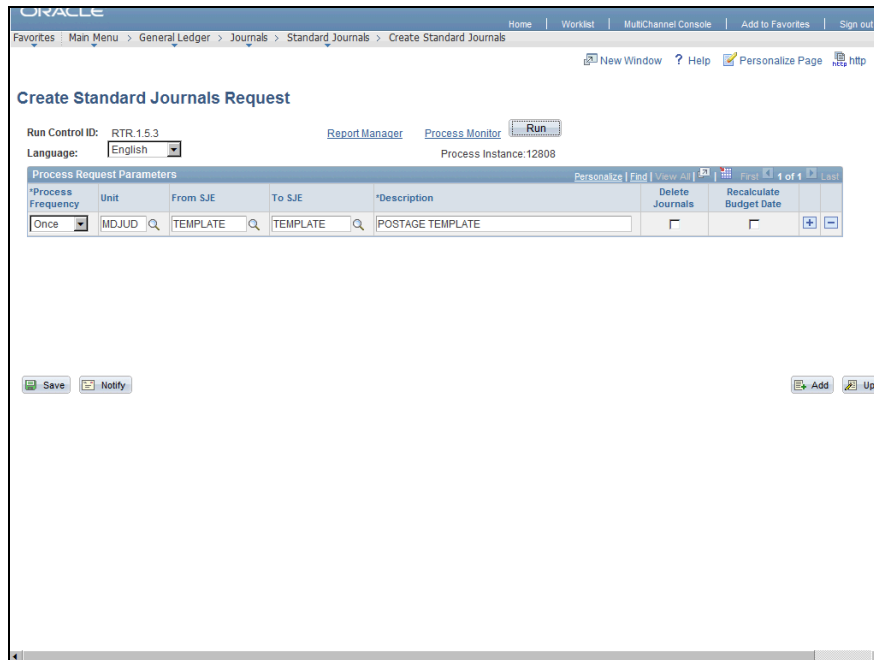


Step	Action
53.	Click the Process Frequency list. 
54.	Click the Once list item. 
55.	Enter the desired information into the Unit field. Enter " MDJUD ".
56.	Enter the desired information into the From SJE field.
57.	Enter the desired information into the Description field.
58.	Click the Save button. 
59.	Click the Run button. 



Oracle Process Scheduler Request dialog box. Fields include: User ID: VP1, Run Control ID: RTR.1.5.3, Server Name, Run Date: 11/02/2012, Recurrence, Run Time: 11:11:54AM, Time Zone. The Process List table shows: [X] Standard Journal Entry, GL_SJE, Application Engine, Web, TXT, Distribution. Buttons: OK, Cancel.

Step	Action
60.	Accept values on the page. Click the OK button. 



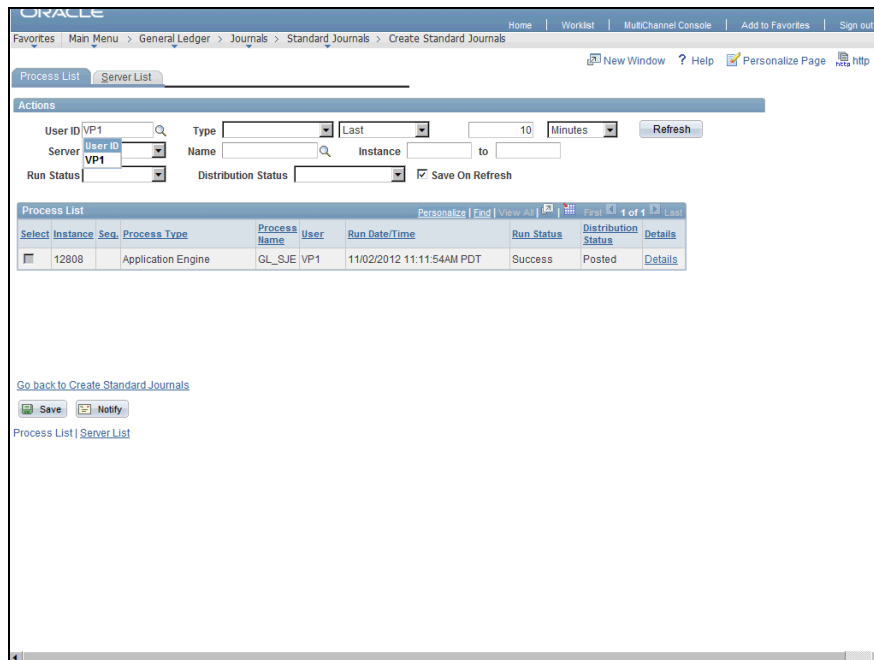
Run Control ID: RTR153
 Language: English
 Process Instance: 12808

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Frequency	Unit	From SJE	To SJE	Description	Delete Journals	Recalculate Budget Date
Once	MDJUD	TEMPLATE	TEMPLATE	POSTAGE TEMPLATE		

[Save](#) [Notify](#) [Add](#) [Update](#)

Step	Action
61.	Click the Process Monitor link. Process Monitor



Process List [Server List](#)

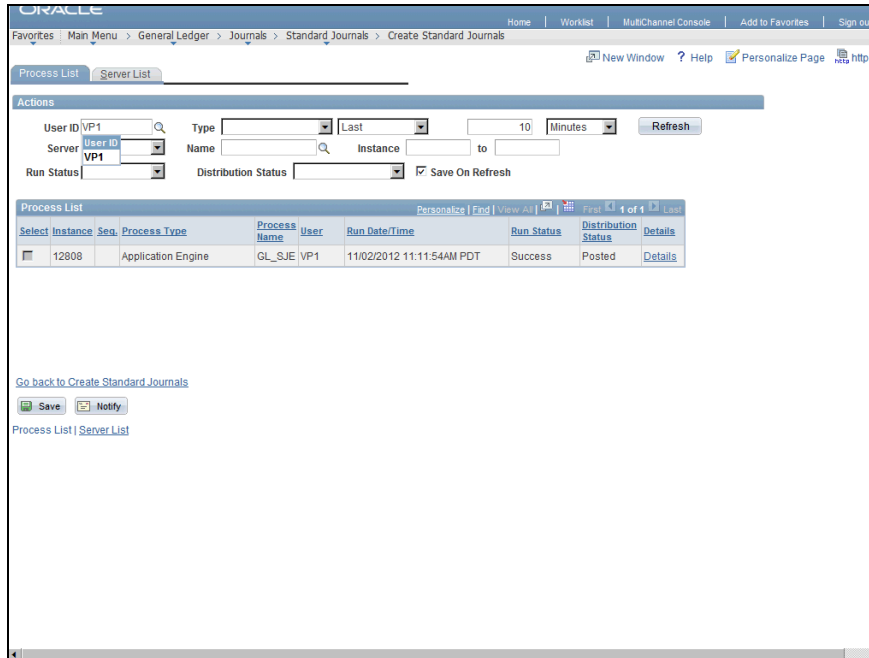
Actions: User ID: VP1 Type: Last: 10 Minutes Refresh

Server: User ID: VP1 Name: Instance: to: Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	12808		Application Engine	GL_SJE	VP1	11/02/2012 11:11:54AM PDT	Success	Posted	Details

[Go back to Create Standard Journals](#)
[Save](#) [Notify](#)
 Process List | [Server List](#)

Step	Action
62.	<p>If needed, click the Refresh button periodically until the Run Status is "Success" and the Distribution Status is "Posted" for the process you have just run.</p> <p>Refresh</p>



Oracle EBS: Create Standard Journals

Process List | Server List

Actions: User ID: VP1, Type: Last, 10 Minutes, Refresh

Server: VP1, Name: , Instance: to , Run Status: , Distribution Status: , Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	12808		Application Engine	GL_SJE	VP1	11/02/2012 11:11:54AM PDT	Success	Posted	Details

Go back to Create Standard Journals

Save Notify

Process List | Server List

Step	Action
63.	<p>Review the template journal created. Use the drop down menu to navigate to the Create/Update Journal Entries page.</p> <p>Click the General Ledger button.</p> <p>General Ledger</p>
64.	<p>Click the Journals menu.</p> <p>Journals</p>
65.	<p>Click the Journal Entry menu.</p> <p>Journal Entry</p>
66.	<p>Click the Create/Update Journal Entries menu.</p> <p>Create/Update Journal Entries</p>



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

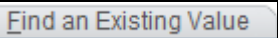
Create/Update Journal Entries

Find an Existing Value | Add a New Value

Business Unit: MDJUD Q
Journal ID: MDJUD Administrative Office of Court
Journal Date: 11/03/2012 Q

Add

Find an Existing Value | Add a New Value

Step	Action
67.	Click the Find an Existing Value tab. 

ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries



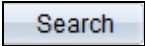

Enter any information you have and click Search. Leave fields blank for a list of all values.

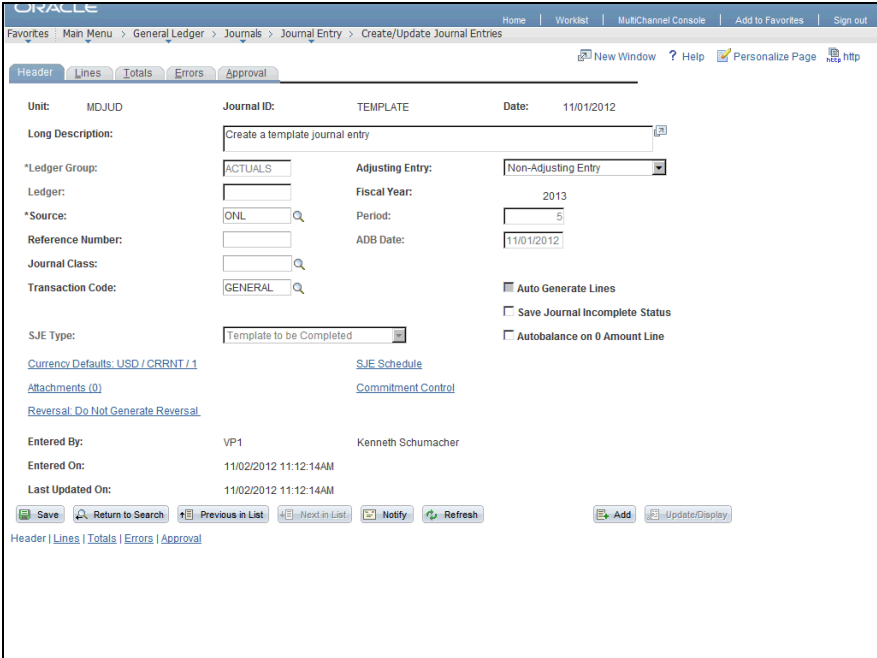
Find an Existing Value | Add a New Value

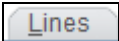
Search Criteria

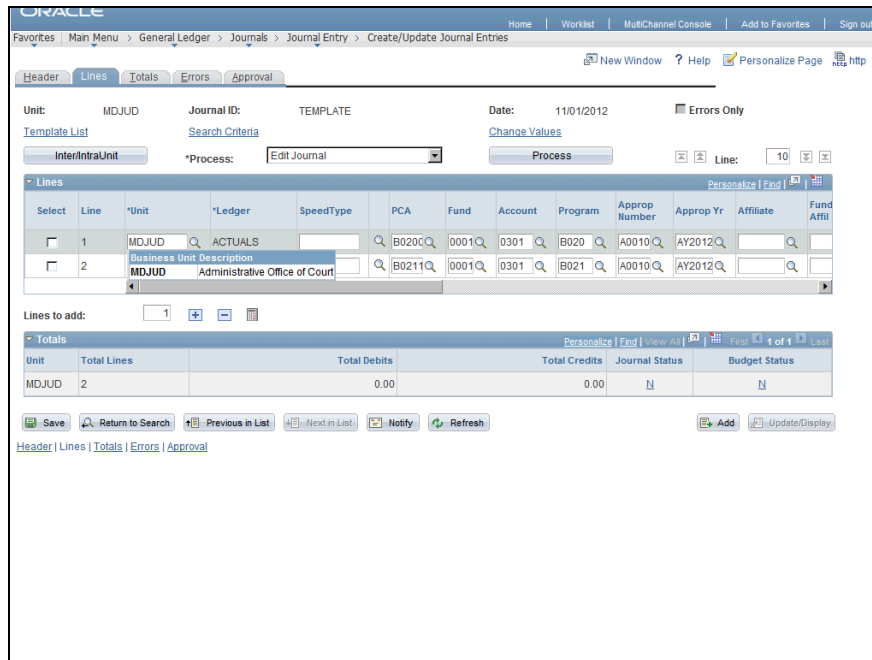
Business Unit: MDJUD Q
Journal ID: begins with Q
Journal Date: Q
Document Sequence Number: begins with Q
Line Business Unit: Q
Journal Header Status: No Status - Needs to be Edited
Budget Checking Header Status:
Source: ONL Q
Entered By: begins with VP1 Q
Attachment Exist:
Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
68.	Click the Journal Header Status list. 
69.	Click the blank list item. 
70.	Click the Search button. 
71.	Click the TEMPLATE link. 



Step	Action
72.	Review the header page for the template journal.
73.	Click the Lines tab. 



Unit: MDJUD Journal ID: TEMPLATE Date: 11/01/2012 Errors Only

InterIntraUnit *Process: Edit Journal Process Line: 10

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS		B020C	0001	0301	B020	A0010	AY2012		
<input type="checkbox"/>	2	MDJUD	Administrative Office of Court		B021	0001	0301	B021	A0010	AY2012		

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	0.00	0.00	N	N

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Step	Action
74.	Review the line detail for the template journal.
75.	<p>You have successfully completed the <i>Creating a Template Journal Entry</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Create a template journal from a model journal <p>End of Procedure.</p>

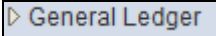
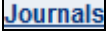
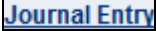

3.4 Using a Standard Journal Template

After completing this topic, you will be able to:

- Use a journal template to create and post a journal entry

Procedure

In this topic, you will select a template journal that was created previously, complete the journal by entering amounts and post that journal.

Step	Action
1.	Navigate to the Create/Update Journal Entries search page. Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

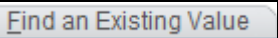
Create/Update Journal Entries

Find an Existing Value | Add a New Value

Business Unit: MDJUD Q
Journal ID: MDJUD Administrative Office of Court
Journal Date: 11/03/2012 Q

Add Main Content

Find an Existing Value | Add a New Value

Step	Action
5.	Click the Find an Existing Value tab. 

ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

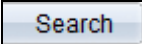
Enter any information you have and click Search. Leave fields blank for a list of all values.

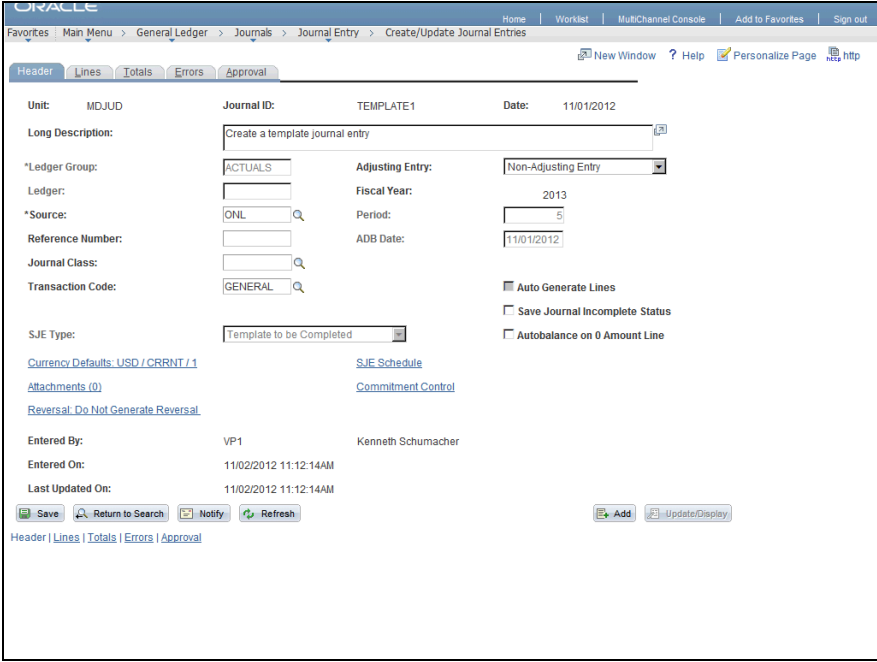
Find an Existing Value | Add a New Value

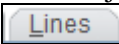
Search Criteria

Business Unit: MDJUD Q
Journal ID: begins with Q
Journal Date: Q B
Document Sequence Number: begins with Q
Line Business Unit: Q
Journal Header Status: No Status - Needs to be Edited
Budget Checking Header Status:
Source: ONL Q
Entered By: begins with VP1 Q
Attachment Exist:
Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
6.	Enter the desired information into the Journal ID field.
7.	NOTE: If you enter the journal ID for the template, you do not need to enter other criteria. Enter other criteria if you do not know or cannot remember the journal ID for the template.
8.	Click the Search button. 



Step	Action
9.	The Journal Header page displays. To enter journal line information, click the Lines tab. 



Unit: MDJUD Journal ID: TEMPLATE1 Date: 11/01/2012 Errors Only

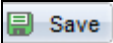
InterIntraUnit *Process: Edit Journal Process Line: 10

Select	Line	Yrprop Yr	Affiliate	Fund Affil	Batch Agg	Oper Unit Affil	Currency	Amount	Base Currency	Base Amount	*Calculate
<input type="checkbox"/>	1	2012			C50		USD	150.00	USD	150.00	System Rule
<input type="checkbox"/>	2	2012			C50		USD	-150.00	USD	-150.00	System Rule

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	0.00	0.00	N	N

Save Return to Search Notify Refresh Add Update/Display

Step	Action
10.	Enter the desired information into the Amount field. For example, enter " 150.00 ".
11.	Enter the desired information into the Amount field. For example, enter " -150.00 ".
12.	Click the Save button. 

Unit: MDJUD Journal ID: TEMPLATE1 Date: 11/01/2012 Errors Only

InterIntraUnit *Process: Edit Journal Process Line: 10


Select	Line	Yrprop Yr	Affiliate	Fund Affil	Batch Agg	Oper Unit Affil	Currency	Amount	Base Currency	Base Amount	*Calculate
<input type="checkbox"/>	1	2012			C50		USD	150.00	USD	150.00	System Rule
<input type="checkbox"/>	2	2012			C50		USD	-150.00	USD	-150.00	System Rule

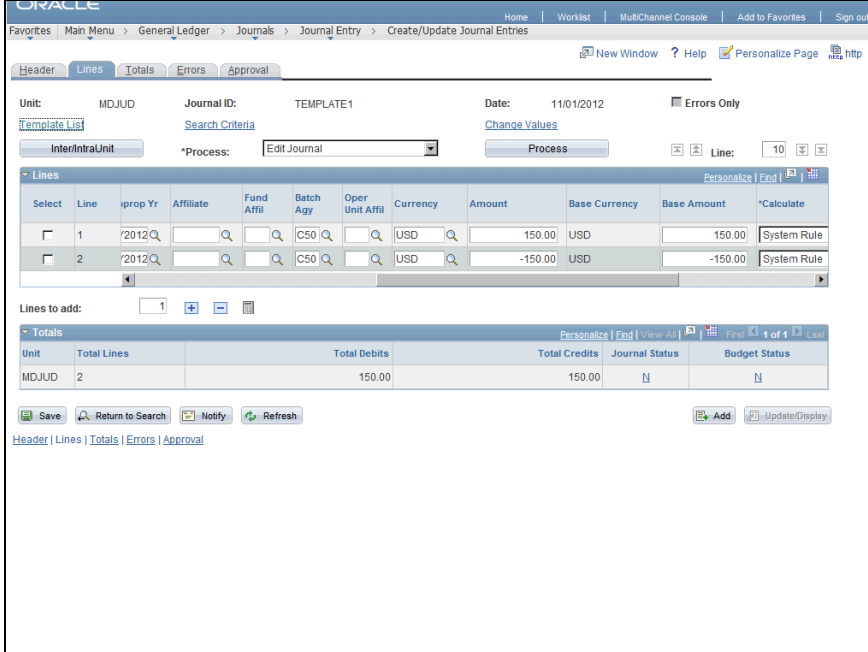
Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2		150.00	N	N

Save Return to Search Notify Refresh Add Update/Display

Message: Journal TEMPLATE1 is saved. (5210,6) OK

Step	Action
13.	Click the OK button. 



Oracle General Ledger Journal Entry - Create/Update Journal Entries

Unit: MDJUD Journal ID: TEMPLATE1 Date: 11/01/2012 Errors Only

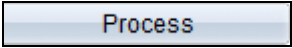
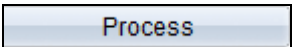
Inter/IntraUnit *Process: Edit Journal Process Line: 10

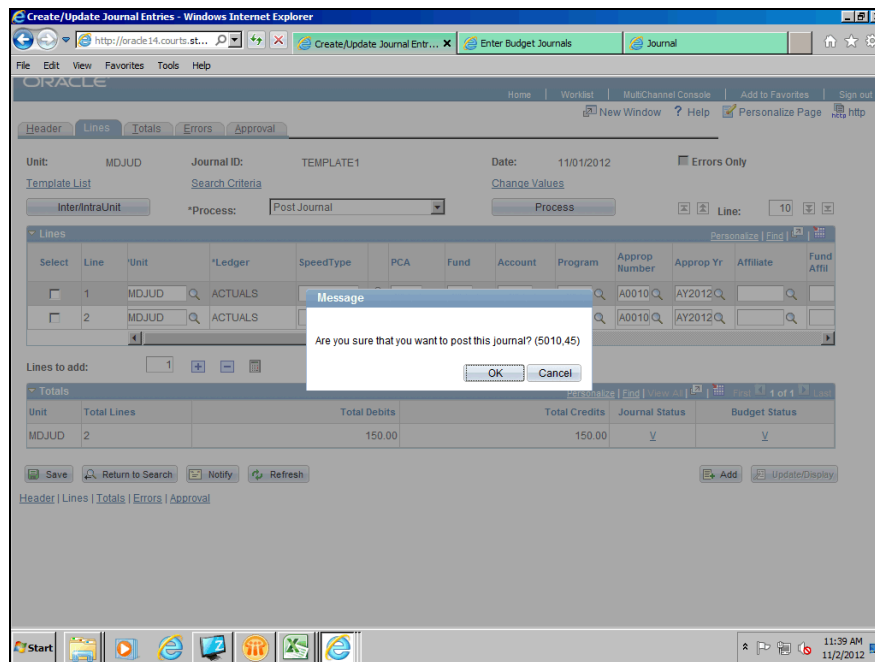
Select	Line	Yr	Affiliate	Fund Affil	Batch Agy	Oper Unit Affil	Currency	Amount	Base Currency	Base Amount	*Calculate
<input type="checkbox"/>	1	2012			C50		USD	150.00	USD	150.00	System Rule
<input type="checkbox"/>	2	2012			C50		USD	-150.00	USD	-150.00	System Rule

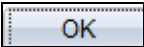
Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	150.00	150.00	N	N

Save Return to Search Notify Refresh Add Update/Display

Step	Action
14.	Click the Process button. 
15.	Click the Process list and select " Post Journal ".
16.	Click the Process button. 



Step	Action
17.	<p>A confirmation message displays.</p> <p>Click the OK button.</p> 
18.	<p>You have successfully completed the <i>Using a Standard Journal Template</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Use a journal template to create and post a journal entry <p>End of Procedure.</p>

Lesson 4: Performing Exception Processing

Lesson Overview

When a journal is posted in error and the journal entry needs to be corrected, you can mark the journal entry for unposting and then unpost it. This lesson reviews how to mark journals to be unposted.

Lesson Objectives

After completing this lesson, you will be able to:

- Mark a journal to unpost and unpost it
- Verify that a journal was unposted

4.1 Marking a Journal to be Unposted

In GEARS, once a journal has been posted to the ledger it cannot be adjusted or deleted. Unposting a journal creates a mirrored journal, i.e., a journal like the original journal with the signs reversed. Therefore, the unpost journal reverses the original journal. This creates an audit trail of the unposting process. However, journals can be unposted only once, and you cannot edit or re-post an unposted journal. If you want to post a journal that you have unposted, you need to copy the journal and then post the copy.

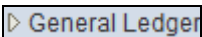
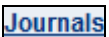
NOTE: When you are marking journal entries for unposting, the **Period** field drop-down menu retrieves accounting periods only, such as 1 through 12. However, when you are marking adjusting journal entries for unposting, the **Period** field drop-down menu displays adjustment periods only, such as 998.

After completing this topic, you will be able to:

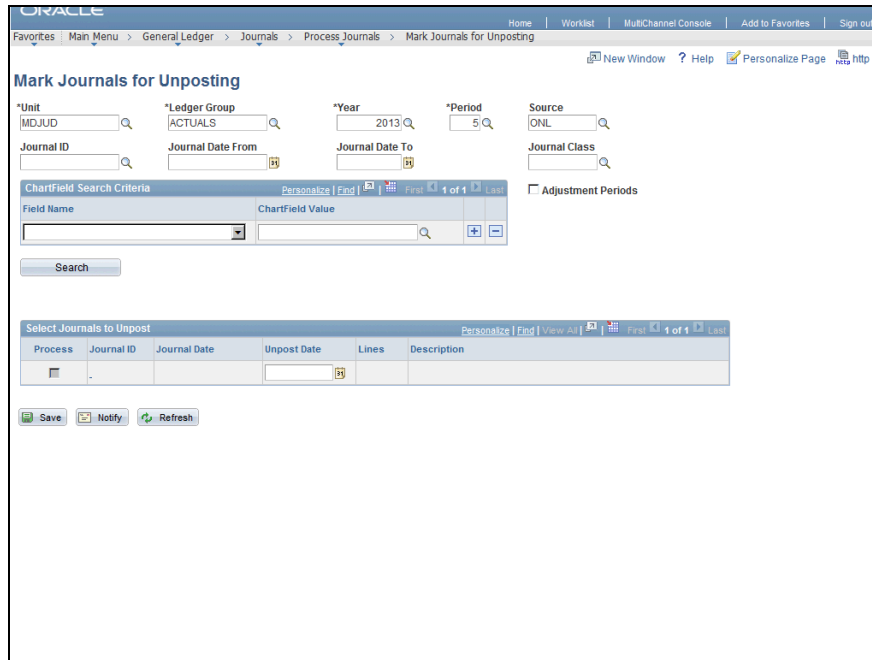
- Unpost a journal entry
- Verify that the unposted journal was posted to the current accounting period

Procedure

In this topic, you will unpost an existing General Ledger journal that was posted to a regular accounting period.

Step	Action
1.	Navigate to the Mark Journals for Unposting page. Click the General Ledger link. 
2.	Click the Journals link. 

Step	Action
3.	Click the Process Journals link. Process Journals
4.	Click the Mark Journals for Unposting link. Mark Journals for Unposting



Mark Journals for Unposting

*Unit: MDJUD *Ledger Group: ACTUALS *Year: 2013 *Period: 5 Source: ONL

Journal ID: Journal Date From: Journal Date To: Journal Class:

ChartField Search Criteria

Field Name	ChartField Value

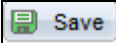
Search

Select Journals to Unpost


Process	Journal ID	Journal Date	Unpost Date	Lines	Description

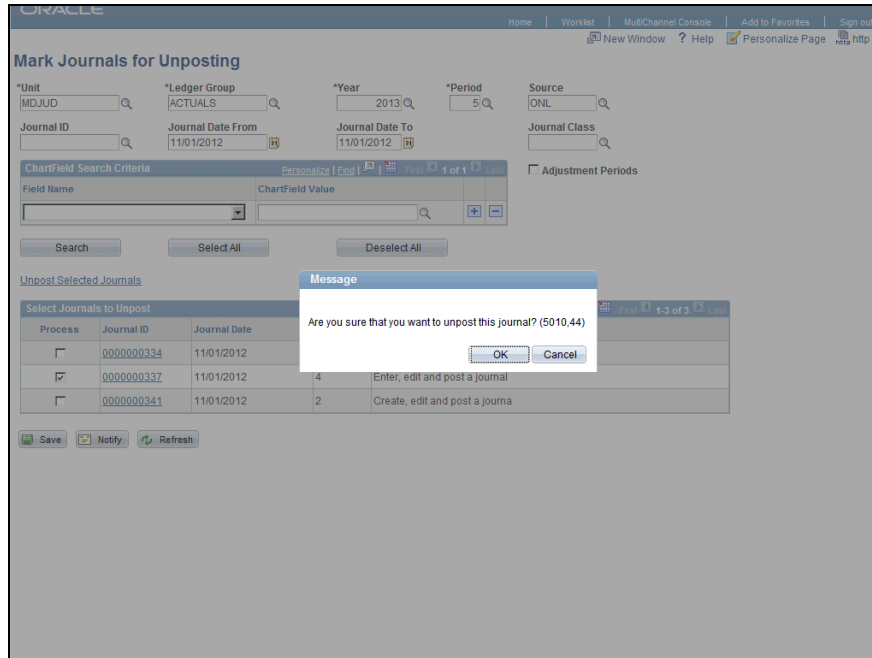
Save Notify Refresh

Step	Action
5.	The Mark Journals for Unposting page displays. Verify that the appropriate fields are populated correctly.

Step	Action
6.	Enter the desired information into the Journal Date From field.
7.	Enter the desired information into the Journal Date To field.
8.	Click the Save button. 

Process	Journal ID	Journal Date	Lines	Description
<input type="checkbox"/>	0000000334	11/01/2012	2	Enter an accrual journal that
<input checked="" type="checkbox"/>	0000000337	11/01/2012	4	Enter, edit and post a journal
<input type="checkbox"/>	0000000341	11/01/2012	2	Create, edit and post a journa

Step	Action
9.	Click the Unpost Selected Journals link. 



Mark Journals for Unposting

*Unit: MDJUD *Ledger Group: ACTUALS *Year: 2013 *Period: 5 Source: ONL

Journal ID: Journal Date From: 11/01/2012 Journal Date To: 11/01/2012 Journal Class:

ChartField Search Criteria: Field Name: ChartField Value:

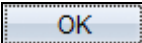
Search Select All Deselect All

Unpost Selected Journals

Process	Journal ID	Journal Date		
<input type="checkbox"/>	0000000334	11/01/2012		
<input checked="" type="checkbox"/>	0000000337	11/01/2012	4	Enter, edit and post a journal
<input type="checkbox"/>	0000000341	11/01/2012	2	Create, edit and post a journa

Save Notify Refresh

Message
Are you sure that you want to unpost this journal? (5010.44)
OK Cancel

Step	Action
10.	Click the OK button. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Process Journals > Mark Journals for Unposting

New Window ? Help Personalize Page http

Post Journals Request

Run Control ID: PS_AUTO [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

Process Frequency: ☒ Once ☐ Always ☐ Don't Run

Request Number: 1

*Description: PeopleSoft Online Auto-Process

Business Unit: MDJUD

Source: ONL

Process Partition ID:

Journal ID From: 0000000337

Journal Date From: 11/01/2012

From Year:

From Period:

Ledger Group: ACTUALS

System Source:

Journal ID To: 0000000337

Journal Date To: 11/01/2012

To Year:

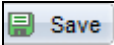
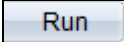
To Period:

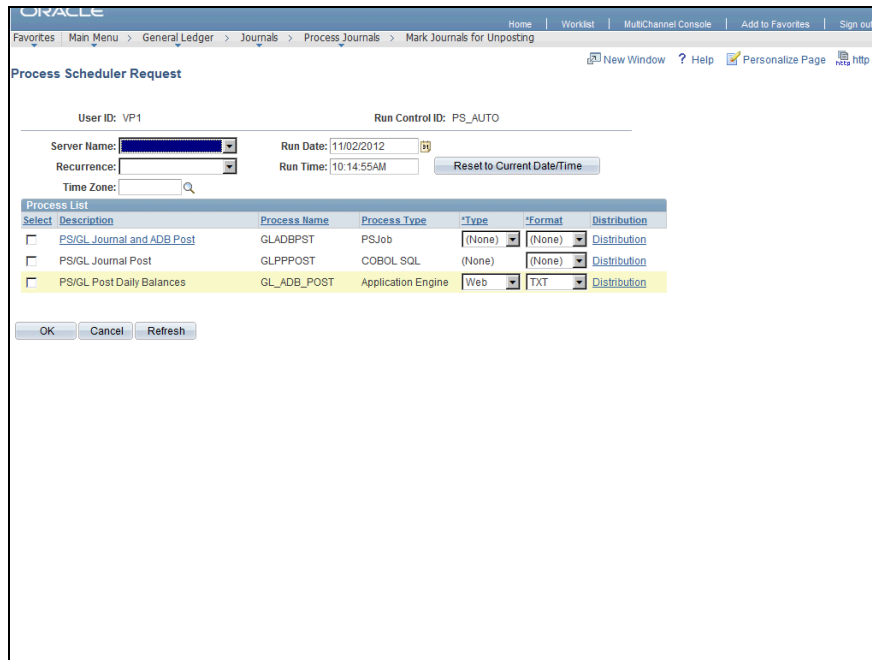
☒ Skip Open Item Reconciliation ☒ Skip Summary Ledger Update

Leave a field blank to select all its values.

☐ Autopilot Run Control

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step	Action
11.	<p>The Post Journals Request page displays.</p> <p>Click the Save button.</p> 
12.	<p>Click the Run button.</p> 




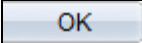
Oracle Process Scheduler Request

User ID: VP1 Run Control ID: PS_AUTO

Server Name: [dropdown] Run Date: 11/02/2012 [calendar icon]
 Recurrence: [dropdown] Run Time: 10:14:55AM [Reset to Current Date/Time]
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PS/SQL Journal and ADB Post	GLADBPST	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	PS/SQL Journal Post	GLPPPOST	COBOL SQL	(None)	(None)	Distribution
<input type="checkbox"/>	PS/SQL Post Daily Balances	GL_ADB_POST	Application Engine	Web	TXT	Distribution

OK Cancel Refresh

Step	Action
13.	<p>The Process Scheduler Request page displays.</p> <p>Click the Select option.</p> 
14.	<p>Click the OK button.</p> 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Process Journals > Mark Journals for Unposting

New Window ? Help Personalize Page http

Post Journals Request

Run Control ID: PS_AUTO [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 12802

Find | View All | First | 1 of 1 | Last

Process Request Parameters

Process Frequency

☒ Once
☐ Always
☐ Don't Run

Request Number: 1
***Description:** PeopleSoft Online Auto-Process

Business Unit: MDJUD
Source: ONL
Process Partition ID:
Journal ID From: 0000000337
Journal Date From: 11/01/2012
From Year:
From Period:

Ledger Group: ACTUALS
System Source:
Journal ID To: 0000000337
Journal Date To: 11/01/2012
To Year:
To Period:

☒ Skip Open Item Reconciliation ☒ Skip Summary Ledger Update

Leave a field blank to select all its values.

☐ Autopilot Run Control

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step	Action
15.	Click the Process Monitor link. Process Monitor

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Process Journals > Mark Journals for Unposting

New Window ? Help Personalize Page http

[Process List](#) [Server List](#)

Actions

User ID: VP1 Type: Last: 10 Minutes [Refresh](#)

Server: User ID: VP1 Name: Instance: to: Run Status: Distribution Status: ☒ Save On Refresh

Process List

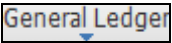

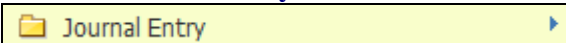
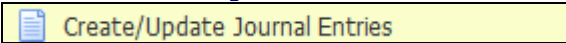
Personalize | Find | View All | First | 1-2 of 2 | Last

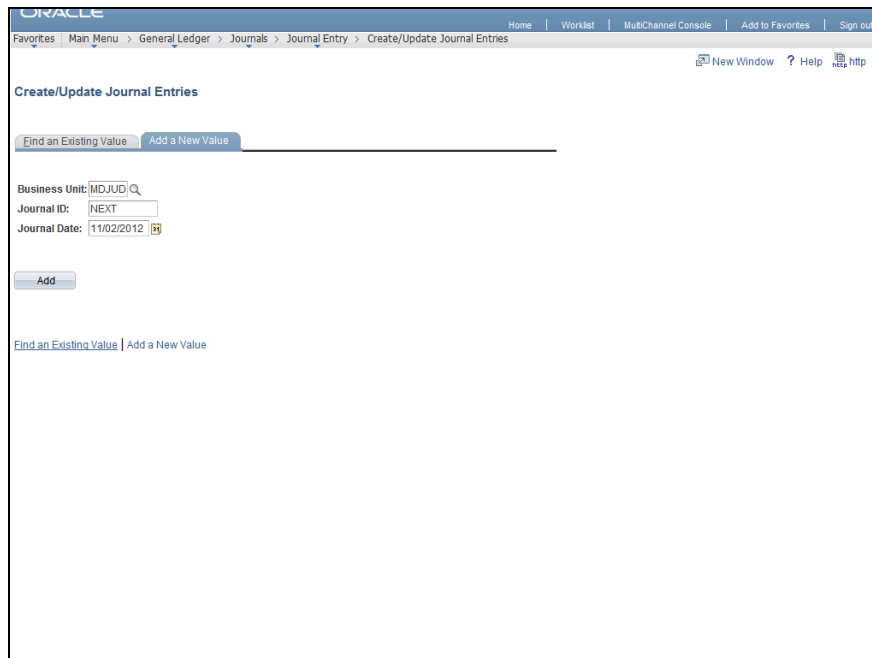
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12802		COBOL SQL	GLPPPOST	VP1	11/02/2012 10:14:55AM PDT	Success	Posted	Details
<input type="checkbox"/>	12801		COBOL SQL	GLPPPOST	VP1	11/02/2012 10:07:31AM PDT	Success	Posted	Details

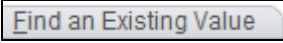
[Go back to Post Journals](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

Step	Action
16.	The Process Monitor displays. Verify that the process has been run successfully.
17.	Click the General Ledger tab. 
18.	Click the Journals menu. 
19.	Click the Journal Entry menu. 
20.	Click the Create/Update Journal Entries menu. 



Step	Action
21.	The Create/Update Journal Entries search page displays. Click the Find an Existing Value tab. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help http

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: [] MDJUD [Q]

Journal ID: [begins with] []

Journal Date: [] [H]

Document Sequence Number: [begins with] []

Line Business Unit: [] [Q]

Journal Header Status: [] No Status - Needs to be Edited [v]

Budget Checking Header Status: [] [v]

Source: [] ONL [Q]

Entered By: [begins with] VP1 [Q]

Attachment Exist: [] [v]

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
22.	Enter the desired information into the Journal ID field.
23.	Click the Journal Header Status list item. <div>No Status - Needs to be Edited [v]</div>
24.	Click the Blank list item. <div></div>
25.	Click the Search button. <div>Search</div>

ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: MDJUD
 Journal ID: begins with 0000000337
 Journal Date:
 Document Sequence Number: begins with
 Line Business Unit:
 Journal Header Status:
 Budget Checking Header Status:
 Source: ONL
 Entered By:
 Attachment Exist:

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Line Sequence	Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	Entered By	Attach Exist
MDJUD	0000000337	11/01/2012	0	(blank)	MDJUD	Unposted	Valid	ACTUALS	ONL	USD	4	3972	0	Enter, edit and post a journal	VP1	N
MDJUD	0000000337	11/01/2012	1	(blank)	MDJUD	Posted	Valid	ACTUALS	ONL	USD	4	-3972	0	Enter, edit and post a journal	VP1	N

Find an Existing Value | Add a New Value

Step	Action
26.	Click a journal ID link. <u>0000000337</u>

ORACLE
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: 0000000337 Date: 11/01/2012

Long Description: Enter, edit and post a journal that will cross funds

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: ONL Period: 5

Reference Number: ADB Date: 11/01/2012

Journal Class: GENERAL

Transaction Code: GENERAL

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0) Commitment Control

Reversal: Do Not Generate Reversal


Entered By: VP1 Kenneth Schumacher

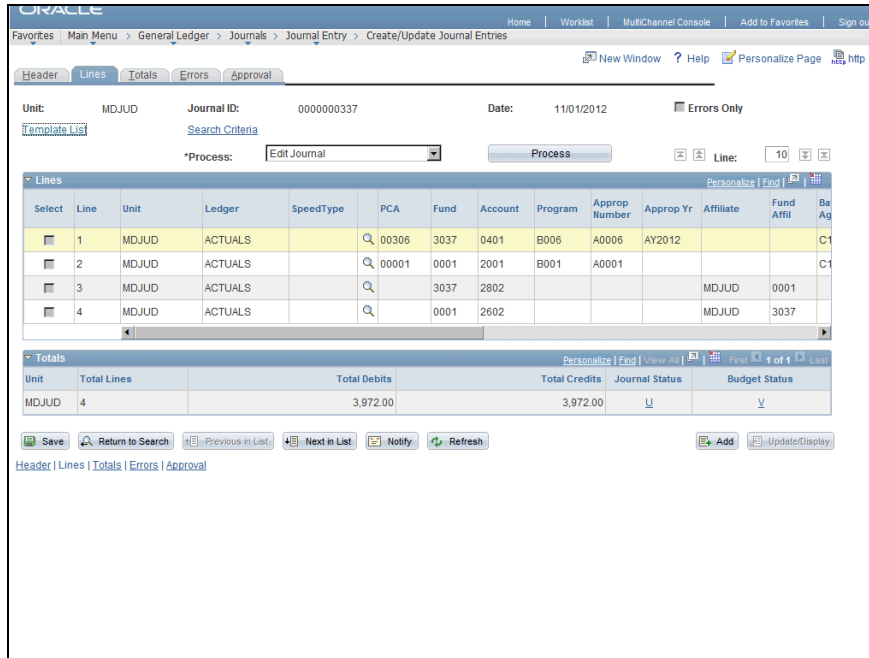
Entered On: 11/01/2012 1:31:44PM

Last Updated On: 11/02/2012 10:15:25AM

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
27.	Click the Lines tab. 



Step	Action
28.	Review the journal lines.
29.	<p>You have successfully completed the <i>Marking a Journal to be Unposted</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Search for and select journals to be unposted - Run the posting process to unpost the journal <p>End of Procedure.</p>

Lesson 5: Running Batch Processes

Lesson Overview

In GEARS, journals can be processed one at a time or a group of journals can be processed at one time. For example, you can select a journal and edit, budget check or post that particular journal. Alternatively, you can select a group of journals to be edited, budget checked or posted at one time. Processing a group of journals at once is referred to as batch processing.

Another type of batch process in GEARS is the **Journal Generator** process. The Journal Generator process creates General Ledger journals from transactions in GEARS sub-modules i.e., Payables, Accounts Receivable, Billing, etc. When running the Journal Generator process you can also edit, budget check and/or post the journals that are created from the Journal Generator process run at one time.

In this lesson, you learn how to process a group of journals at one time (i.e., in a batch).

Lesson Objectives

After completing this lesson, you will be able to:

- Process a group of journals to be edited, budget checked or posted
- Generate a group of General Ledger journals for transactions created in other GEARS modules

5.1 Editing Journals in Batch

Before you can post journals to **General Ledger** you must edit them to verify that:

- Chartfield values are valid
- Debits equal credits
- Journal entries are flagged for posting to the target ledger

The Edit Journal Request Page

The **Edit Journals Request** page allows you to specify selectively which journals to edit, based on criterion entered, including: the business unit, ledger group, journal source, system source, journal ID, and journal date. General Ledger edits only those journals that match your request criteria. If you leave one criterion blank, **General Ledger** ignores that criterion and edits journals that match the other criteria. For example, you can edit all journals by leaving the Journal ID From and To Journal ID fields blank. The **Edit Journals Request** page is shown below.

Edit Journals Request

Run Control ID: EDIT_JRNLS [Report Manager](#) [Process Monitor](#)

Process Request Parameters

Find | View All First 1 of 1 Last

Process Frequency

☒ Once
 ☐ Always
 ☐ Don't Run

Request Number:

1

*Description:

Business Unit:

MDJUD

Ledger Group:

ACTUALS

Source:

ONL

System Source:

Process Partition ID:

To Journal ID:

Journal ID From:

To Journal Date:

Journal Date From:

☒ Edit
 ☐ Post
 ☐ Recalc Exchange Rates
 ☐ Mark Journal(s) to Post
 ☐ Budget Check

☐ Re-Edit
 ☒ Re-Edit CC Adjustment Journals

Leave a field blank to select all its values.





☐ Autopilot Run Control

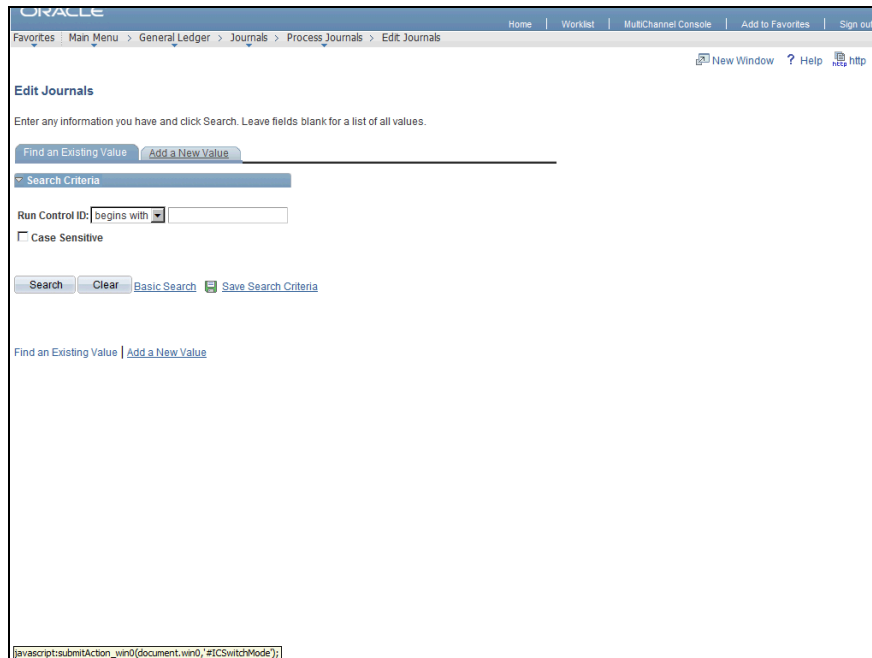
In this topic, you will use the **Journal Edit** process to edit a group of journal. After completing this topic, you will be able to:

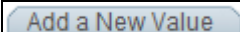
- Create run control
- Enter process request parameters for the **Journal Edit** process
- Run the **Journal Edit** process
- Verify that the journal status was updated

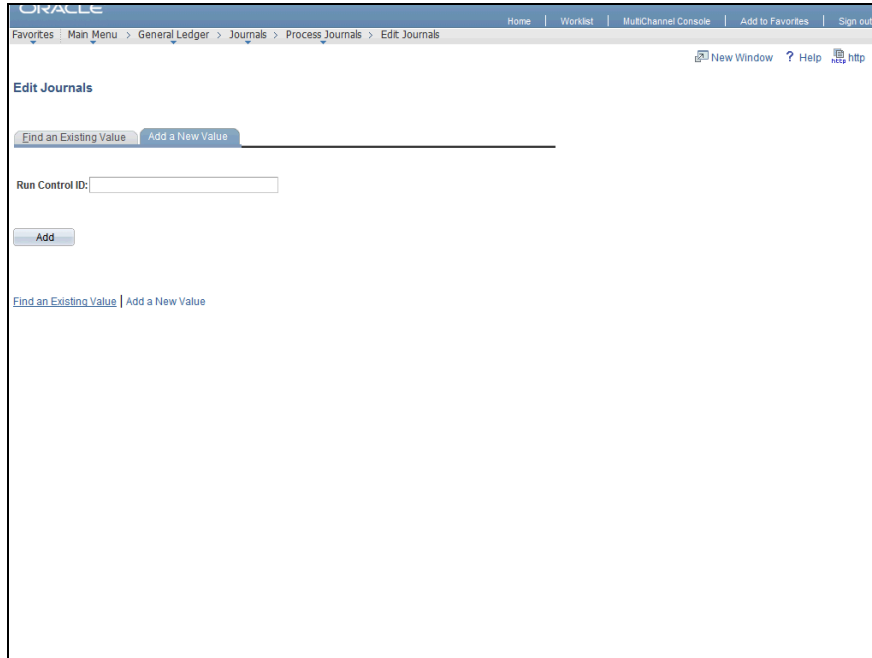
Procedure

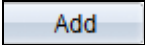
In this topic, you will edit a **General Ledger** journal via batch processing.

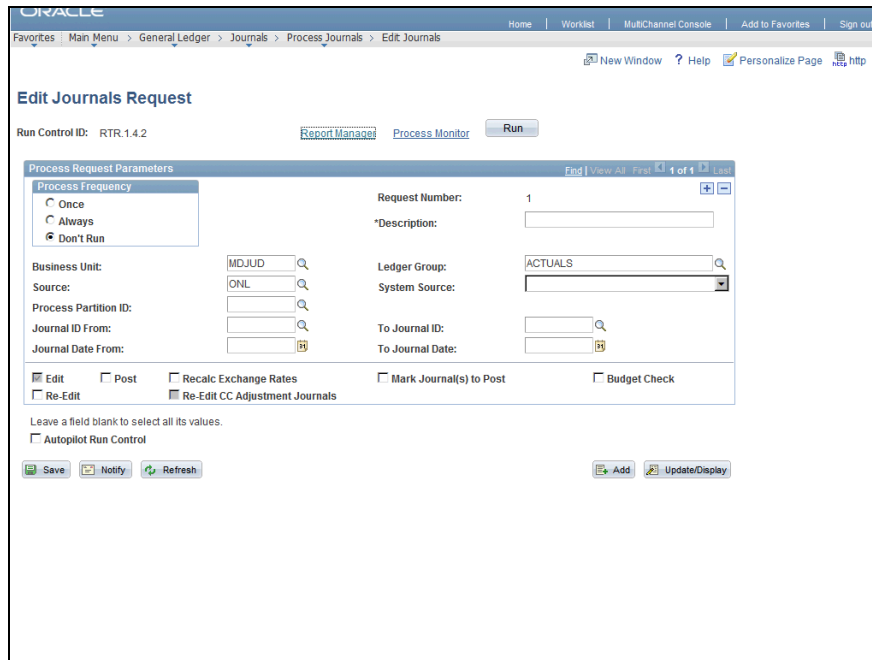
Step	Action
1.	Move the scrollbar down to the General Ledger link.
2.	Navigate to the Edit Journal run control page. Click the General Ledger link. 
3.	Click the Journals link. 
4.	Click the Process Journals link. 
5.	Click the Edit Journals link. 

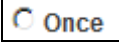
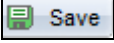
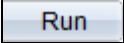


Step	Action
6.	The Edit Journals run control page displays. Click the Add a New Value tab. 



Step	Action
7.	Enter the desired information into the Run Control ID field. Enter a valid value e.g. " JRNL_EDIT ".
8.	Click the Add button. 



Step	Action
9.	<p>The Edit Journals Request page displays.</p> <p>Click the Once option.</p> 
10.	Enter the desired information into the Description field.
11.	Enter the desired information into the Journal ID From field.
12.	Enter the desired information into the Journal Date From field.
13.	<p>NOTE: You can also combine the Journal Edit, Budget Checking, and Journal Post processes in a single run by selecting Edit, Budget Check, and Post on the Edit Journals Request page. The system posts the journals that pass editing and budget checking.</p>
14.	<p>Click the Save button.</p> 
15.	<p>Click the Run button.</p> 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Process Journals > Edit Journals

New Window ? Help Personalize Page http

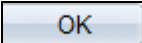
Process Scheduler Request

User ID: VP1 Run Control ID: RTR.1.4.2

Server Name: [Dropdown] Run Date: 11/01/2012 [Calendar Icon]
 Recurrence: [Dropdown] Run Time: 2:38:40PM [Reset to Current Date/Time]
 Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PS/GL Jnl Edit and Error Rpt	GLJEDERR	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	PS/GL Journal Edit	GL_JEDIT	Application Engine	Web	TEXT	Distribution

OK Cancel Refresh

Step	Action
16.	The Process Scheduler Request page displays. Click the PS/GL Journal Edit process option.
17.	Click the OK button. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Process Journals > Edit Journals


New Window ? Help Personalize Page http

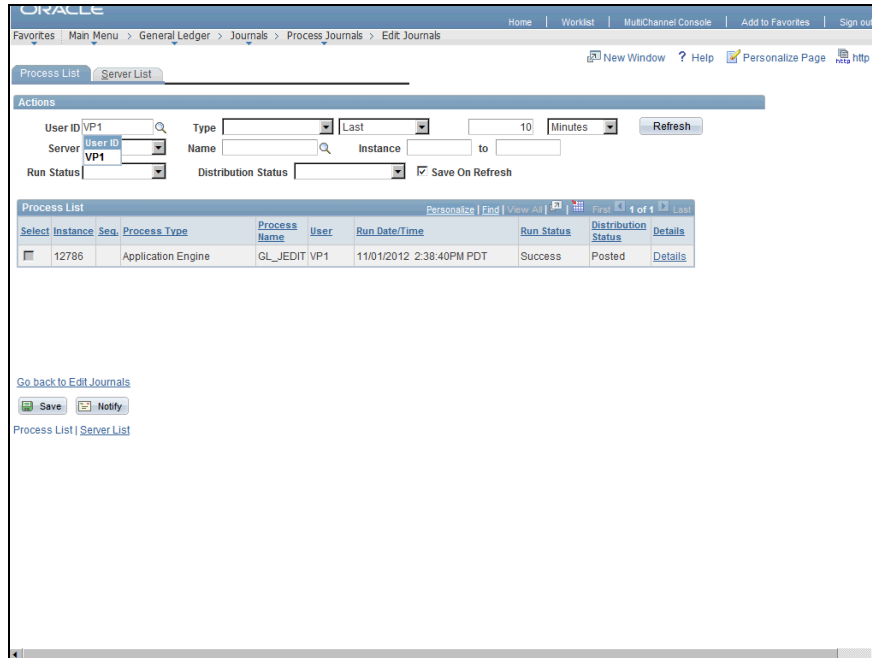
Edit Journals Request

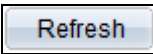

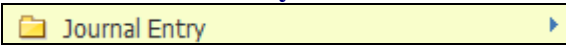
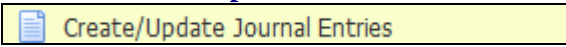
Run Control ID: RTR.1.4.2 Report Manager Process Monitor **Run**

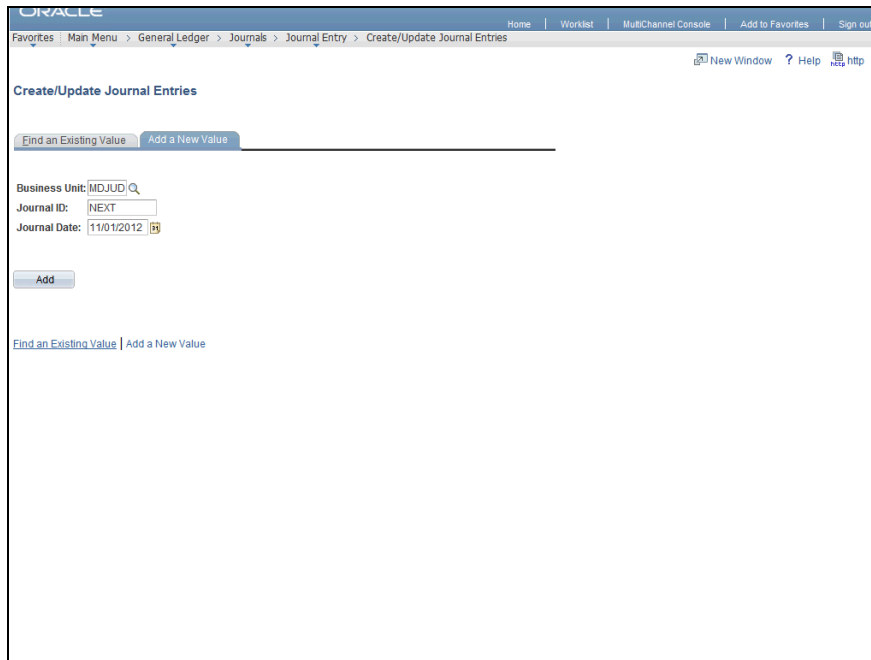
Process Instance: 12786

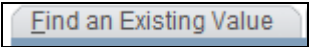
Process Request Parameters		Find View All First 4 of 1 Last	
Process Frequency <input checked="" type="radio"/> Once <input type="radio"/> Always <input type="radio"/> Don't Run		Request Number: 1	
Business Unit: MDJUD [Search]		*Description: Edit Journals in batch	
Source: ONL [Search]		Ledger Group: ACTUALS [Search]	
Process Partition ID: [Search]		System Source: [Dropdown]	
Journal ID From: 0000000341 [Search]		To Journal ID: 0000000341 [Search]	
Journal Date From: 11/01/2012 [Calendar Icon]		To Journal Date: 11/01/2012 [Calendar Icon]	
<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Post <input type="checkbox"/> Recalc Exchange Rates <input type="checkbox"/> Mark Journal(s) to Post <input type="checkbox"/> Budget Check <input type="checkbox"/> Re-Edit <input checked="" type="checkbox"/> Re-Edit CC Adjustment Journals			
Leave a field blank to select all its values.			
<input type="checkbox"/> Autopilot Run Control			
Save Notify Refresh		Add Update/Display	

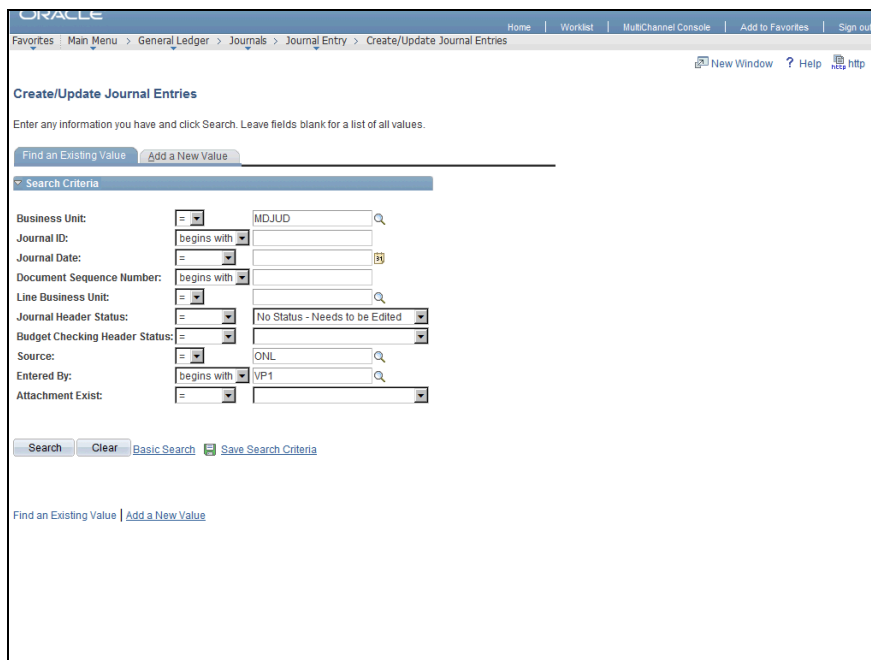
Step	Action
18.	Click the Process Monitor link. 

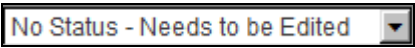
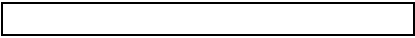
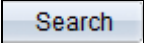


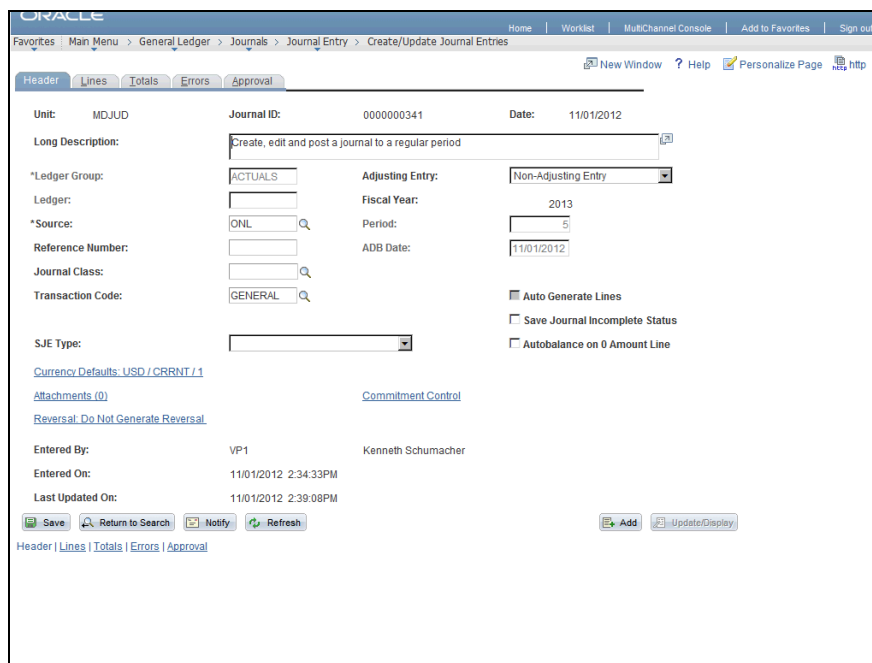
Step	Action
19.	Click the Refresh button periodically until the process Run Status displays "Success" and the Distribution Status displays "Posted". 
20.	Navigate to the Create/Update Journal Entries page to review the status of the journal that was edited. Click the Journals drop-down menu button. 
21.	Click the Journal Entry menu. 
22.	Click the Create/Update Journal Entries menu. 

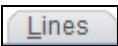


Step	Action
23.	<p>The Create/Update Journal Entries search page displays.</p> <p>Click the Find an Existing Value tab.</p> 



Step	Action
24.	Enter the journal ID into the Journal ID field for which you just ran the Edit process.
25.	Click the Journal Header Status list. 
26.	Click the blank list item. 
27.	Click the Search button. 



Step	Action
28.	Review the journal header Information. Click the Lines tab. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | ? Help | Personalize Page | http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: 0000000341 Date: 11/01/2012 Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit *Process: Edit Journal Process Line: 10

Lines

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS		00306	3037	0401	B006	A0006	AY2012		
<input type="checkbox"/>	2	MDJUD	Administrative Office of Court		00306	3037	2001	B006	A0006	AY2012		

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	1,978.00	1,978.00	Y	N

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
29.	Review the journal line information. Update journal lines, if necessary. NOTE: Run the Edit process again after updating journal lines.
30.	You have successfully completed the <i>Editing Journals in Batch</i> topic. You have learned how to: <ul style="list-style-type: none"> - Create a run control for the Journal Edit process - Define process request parameters - Run the Journal Edit process - Verify that corresponding journal status was updated End of Procedure.

5.2 Budget Checking Journals in Batch

The **Budget Check Journals Request** page is shown below.

Budget Check Journals Request

Run Control ID: BUDCHK_JRNLS [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

Find | View All First 1 of 1 Last

Process Frequency

☒ Don't Run
 ☐ Process Once
 ☐ Always Process

Request Number: 1

*Description:

Business Unit: MDJUD

InterUnit Business Unit:

Source: ONL

Journal ID From:

Journal Date From:

Ledger Group: ACTUALS

System Source:

To Journal ID:

To Journal Date:

Leave a field blank to select all its values.

[Save](#)
[Notify](#)
[Refresh](#)
[Add](#)
[Update/Display](#)

After completing this topic, you will be able to:

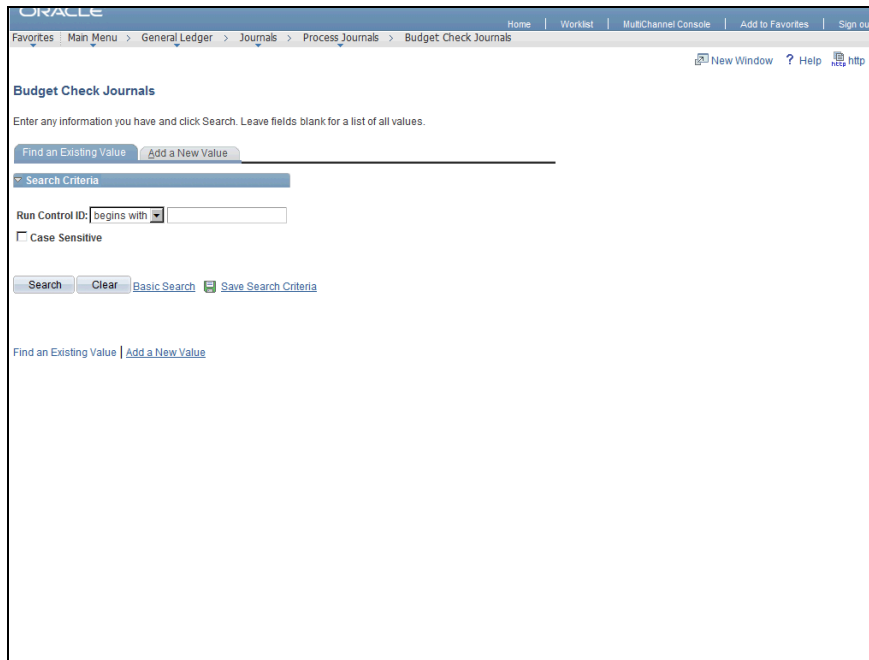
- Budget check a group of journals at one time

Procedure

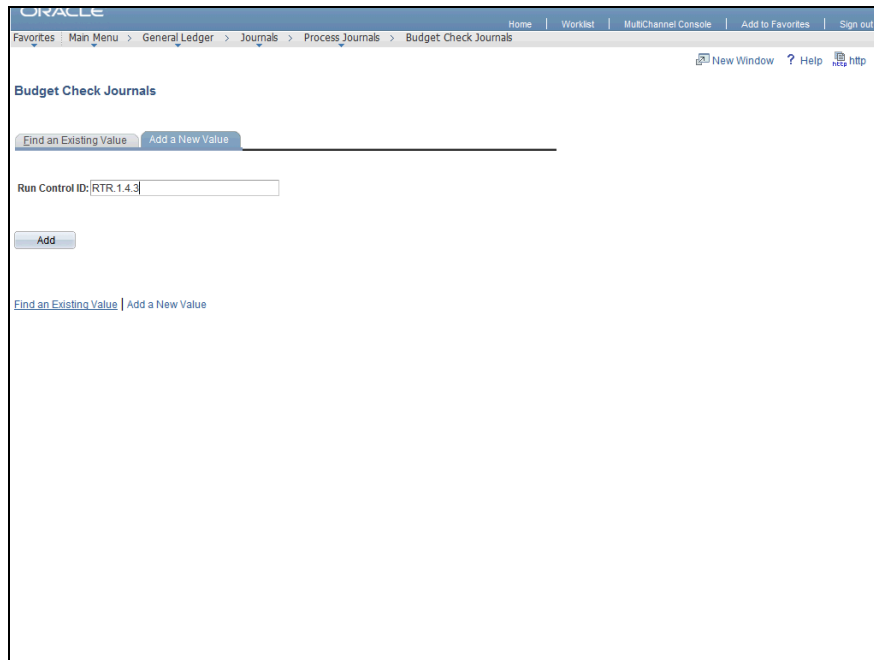
In this topic, you will budget check a General Ledger journal via batch processing.

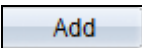
Step	Action
1.	Navigate to the Budget Check Journals page. Click the General Ledger link. General Ledger

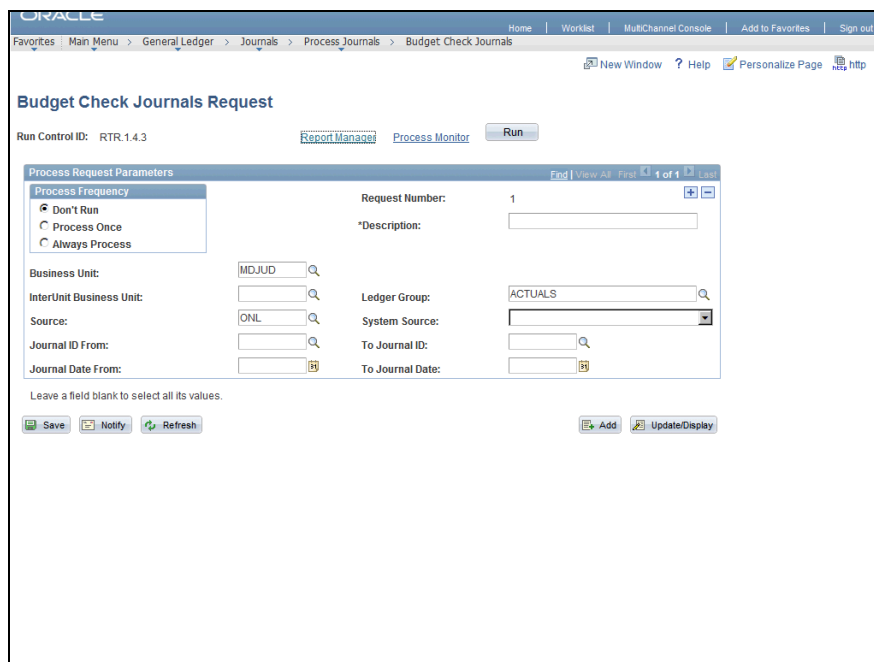
Step	Action
2.	Click the Journals link. Journals
3.	Click the Process Journals link. Process Journals
4.	Double-click the Budget Check Journals link. Budget Check Journals


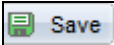
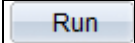


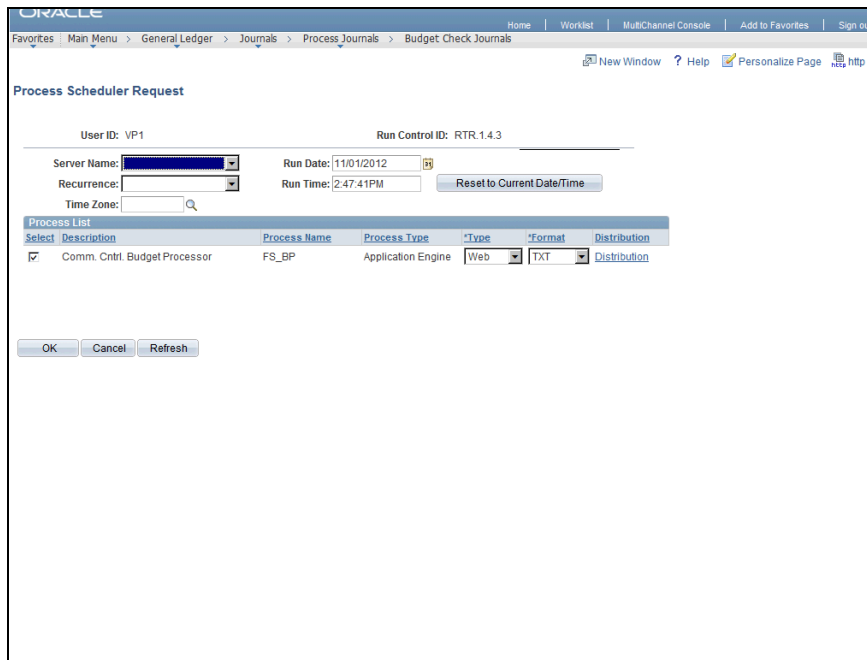
Step	Action
5.	The Budget Check Journals search page displays. Enter the desired information into the Run Control ID field. For example, enter “BUDCHK” .
6.	Click the Add a New Value tab. Add a New Value



Step	Action
7.	Click the Add button. 



Step	Action
8.	The Budget Check Journals Request page displays. Click the Process Once option. 
9.	Enter the desired information into the Journal ID From field.
10.	Enter the desired information into the Description field
11.	Enter the desired information into the Journal Date From field.
12.	Click the Save button. 
13.	Click the Run button. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Process Journals > Budget Check Journals

New Window ? Help Personalize Page http

Process Scheduler Request

User ID: VP1 Run Control ID: RTR 1.4.3

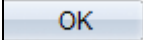
Server Name: [dropdown] Run Date: 11/01/2012 [calendar icon]

Recurrence: [dropdown] Run Time: 2:47:41PM [Reset to Current Date/Time]

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

OK Cancel Refresh

Step	Action
14.	The Process Scheduler Request page displays. Click the OK button. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Process Journals > Budget Check Journals

New Window ? Help Personalize Page http

Budget Check Journals Request

Run Control ID: RTR.1.4.3 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 12787

Process Request Parameters

Process Frequency:
☐ Don't Run
☒ Process Once
☐ Always Process

Request Number: 1

*Description: RTR.1.4.3

Business Unit: MDJUD

InterUnit Business Unit:

Source: ONL

Journal ID From: 0000000341

Journal Date From: 11/01/2012

Ledger Group: ACTUALS

System Source:

To Journal ID: 0000000341

To Journal Date: 11/01/2012

Leave a field blank to select all its values.

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step	Action
15.	Click the Process Monitor link. Process Monitor

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Process Journals > Budget Check Journals

New Window ? Help Personalize Page http

Process List [Server List](#)

Actions

User ID: VP1 Type: Last: 10 Minutes [Refresh](#)

Server: User ID: VP1 Name: Instance: to: [Refresh](#)



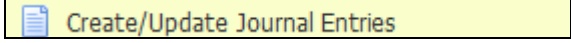
Run Status: Distribution Status: ☒ Save On Refresh

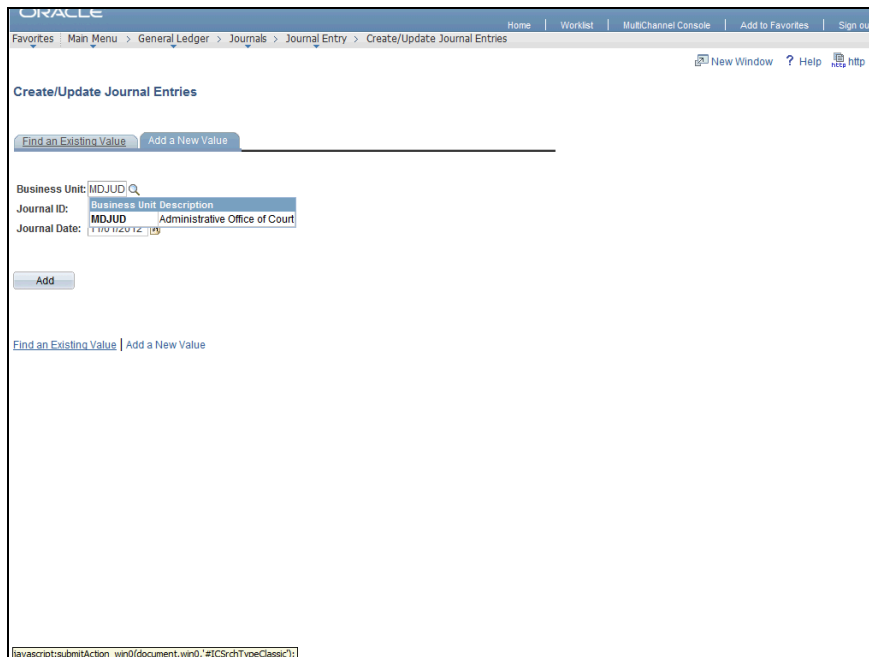
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	12787		Application Engine	FS_BP	VP1	11/01/2012 2:47:41PM PDT	Success	Posted	Details

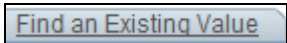
[Go back to Budget Check Journals](#)

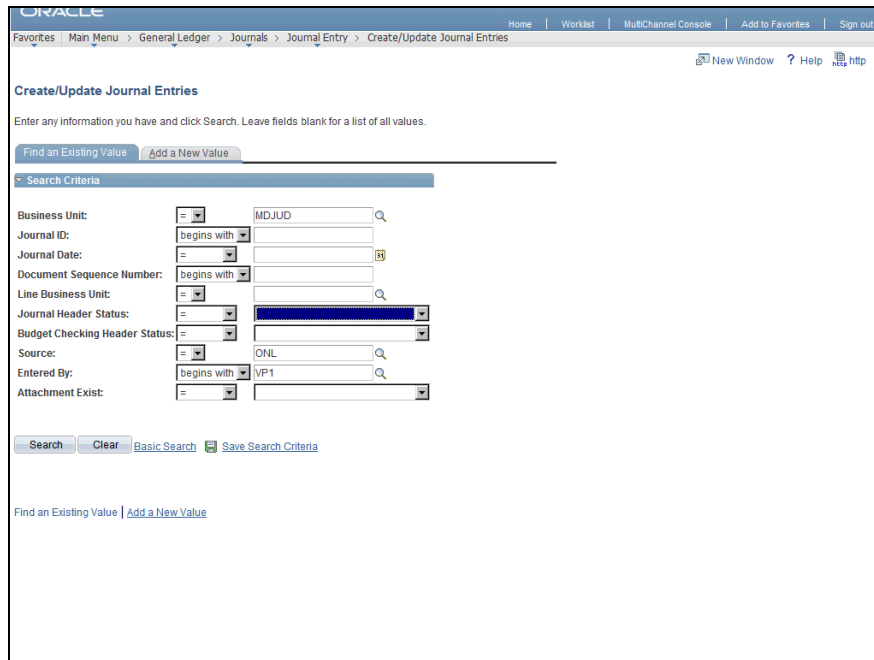
[Save](#) [Notify](#)

Process List | [Server List](#)

Step	Action
16.	Verify that the Run Status reads Success and that the Distribution Status reads Posted . Click the Journals menu. 
17.	Click the Journal Entry menu. 
18.	Click the Create/Update Journal Entries menu. 



Step	Action
19.	The Create/Update Journal Entries search page displays. Click the Find an Existing Value tab. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help http

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: [dropdown] MDJUD [search]

Journal ID: [dropdown] begins with [text] [search]

Journal Date: [dropdown] [text] [search]

Document Sequence Number: [dropdown] begins with [text] [search]

Line Business Unit: [dropdown] [text] [search]

Journal Header Status: [dropdown] [list]

Budget Checking Header Status: [dropdown] [text] [search]



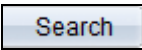
Source: [dropdown] ONL [search]

Entered By: [dropdown] begins with VP1 [search]

Attachment Exist: [dropdown] [text] [search]

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
20.	Enter the journal ID into the Journal ID field for which you just ran the budget checking process.
21.	Click the Journal Header Status list. 
22.	Click the blank list item. 
23.	Click the Search button. 

Training Guide

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

New Window ? Help Personalize Page http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: 0000000341 Date: 11/01/2012

Long Description: Create, edit and post a journal to a regular period

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: ONL Period: 5

Reference Number: ADB Date: 11/01/2012

Journal Class: GENERAL

Transaction Code: SJE Type:

☐ Auto Generate Lines
☐ Save Journal Incomplete Status
☐ Autobalance on 0 Amount Line

[Currency Defaults: USD / CRRNT / 1](#)
[Attachments \(0\)](#) [Commitment Control](#)
[Reversal: Do Not Generate Reversal](#)


Entered By: VP1 Kenneth Schumacher

Entered On: 11/01/2012 2:34:33PM

Last Updated On: 11/01/2012 2:39:08PM

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
24.	<p>The GL Journal - Header page displays.</p> <p>Click the Lines tab.</p> <p></p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

New Window ? Help Personalize Page http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: 0000000341 Date: 11/01/2012 Errors Only

[Template List](#) [Search Criteria](#) [Change Values](#)

InterIntraUnit *Process: Edit Journal Process Line: 10

Lines

Select	Line	*Unit	*Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil
<input type="checkbox"/>	1	MDJUD	ACTUALS		00306	3037	0401	B006	A0006	AY2012		
<input type="checkbox"/>	2	MDJUD	Administrative Office of Court		00306	3037	2001	B006	A0006	AY2012		

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	1,978.00	1,978.00	V	V

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
25.	The Budget Status display in the Totals section of the page. Verify that the Budget Status is “V” (Valid).
26.	<p>You have successfully completed the <i>Budget Checking Journals in Batch</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Budget check journals in batch. <p>End of Procedure.</p>

5.3 Posting Journals in Batch

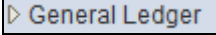
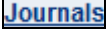
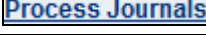

In this topic, you will post a General Ledger journal via batch processing.

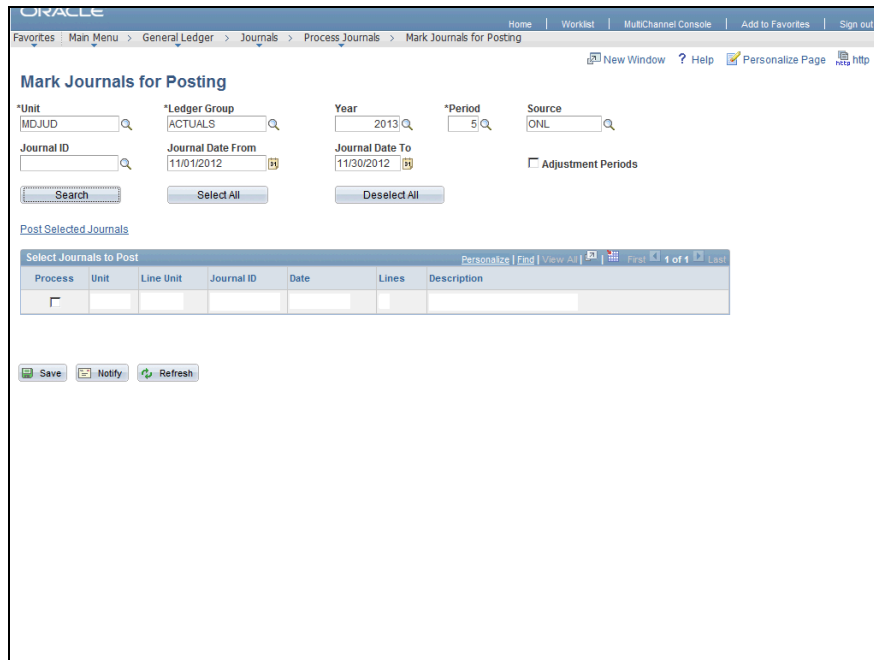
After completing this topic, you will be able to:


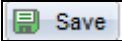
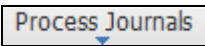

- Create run control
- Enter process request parameters for the **Journal Post** process
- Run the **Journal Post** process
- Verify that the journal status was updated to "Posted"

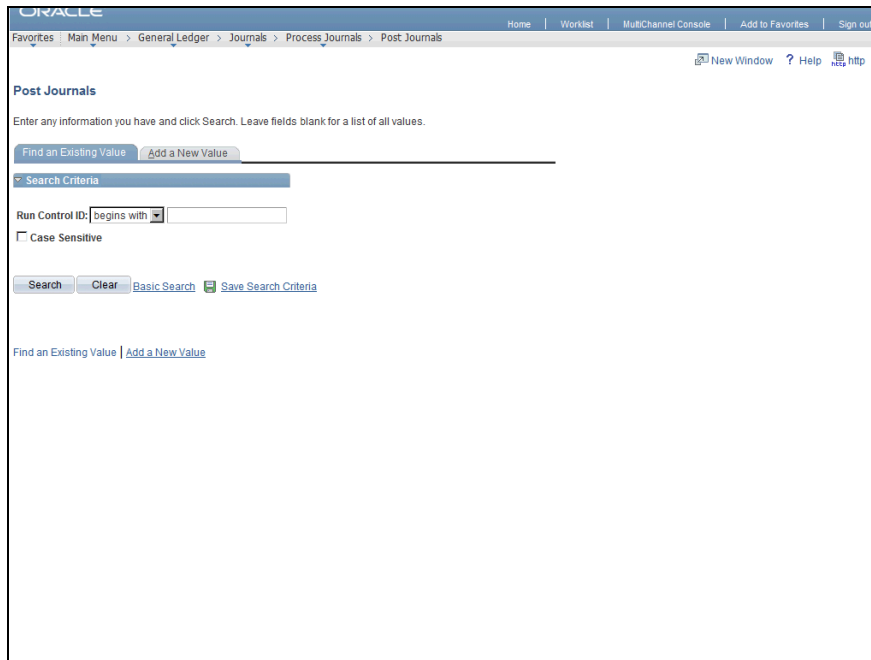
Procedure

In this topic, you will post a General Ledger journal via batch processing.

Step	Action
1.	Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Process Journals link. 
4.	Click the Mark Journals for Posting link. 



Step	Action
5.	The Mark Journals for Posting page displays. Enter the desired information into the Journal ID field.
6.	Click the Process option. 
7.	Click the Save button. 
8.	Click the Process Journals tab. 
9.	Click the Post Journals menu. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Process Journals > Post Journals

New Window ? Help http

Post Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

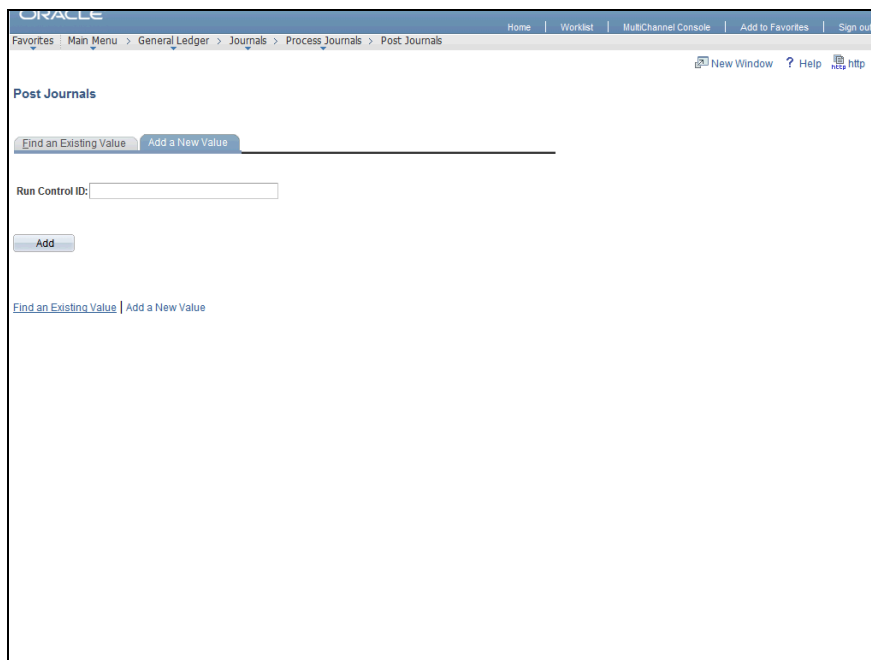
Run Control ID: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
10.	<p>The Post Journals Run Control page displays.</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p>



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Process Journals > Post Journals

New Window ? Help http

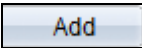
Post Journals

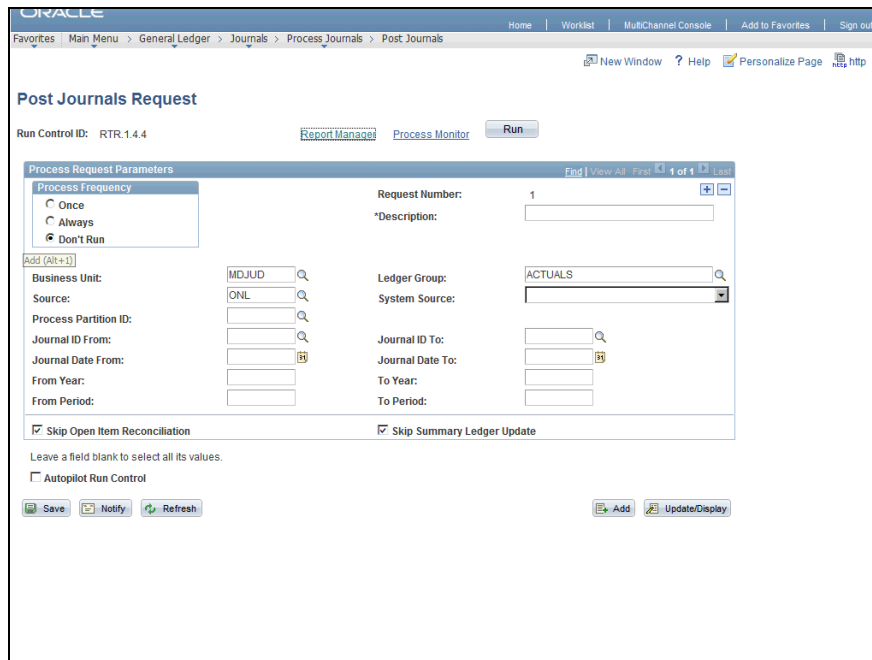
Find an Existing Value | Add a New Value


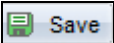
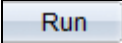
Run Control ID:

Add

Find an Existing Value | Add a New Value

Step	Action
11.	Enter the desired information into the Run Control ID field. For example, enter " JRNL_POST ".
12.	Click the Add button. 



Step	Action
13.	The Post Journals Request page displays. Click the Once option. 
14.	Enter the desired information into the Description field.
15.	Enter the desired information into the Journal ID From field.
16.	Enter the desired information into the Journal Date From field.
17.	Click the Save button. 
18.	Click the Run button. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Process Journals > Post Journals

New Window ? Help Personalize Page http

Process Scheduler Request

User ID: VP1 Run Control ID: RTR.1.4.4

Server Name: Run Date: 11/01/2012

Recurrence: Run Time: 3:04:20PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PS/GL Journal and ADB Post	GLADBPST	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	PS/GL Journal Post	GLPPPOST	COBOL SQL	(None)	(None)	Distribution
<input type="checkbox"/>	PS/GL Post Daily Balances	GL_ADB_POST	Application Engine	Web	TXT	Distribution

Step	Action
19.	<p>The Process Scheduler Request page displays.</p> <p>Click the Select option for PS/GL Journal Post.</p> <div><input type="checkbox"/> PS/GL Journal Post</div>
20.	<p>Click the OK button.</p> <div><input type="button" value="OK"/></div>

ORACLE
Favorites | Main Menu | General Ledger | Journals | Process Journals | Post Journals

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Post Journals Request

Run Control ID: RTR.1.4.4 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 12788

End | View All | First 1 of 1 | Last

Process Request Parameters

Process Frequency: ☒ Once ☐ Always ☐ Don't Run

Request Number: 1

*Description: RTR.1.4.4

Business Unit: MDJUD Ledger Group: ACTUALS

Source: ONL System Source:

Process Partition ID:

Journal ID From: 0000000341 Journal ID To: 0000000341

Journal Date From: 11/01/2012 To Year: 11/01/2012

From Year: To Period:

☒ Skip Open Item Reconciliation ☒ Skip Summary Ledger Update

Leave a field blank to select all its values.

☐ Autopilot Run Control

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step	Action
21.	Click the Process Monitor link. Process Monitor

ORACLE
Favorites | Main Menu | General Ledger | Journals | Process Journals | Post Journals

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

[Process List](#) [Server List](#)

Actions

User ID: VP1 Type: Last 10 Minutes [Refresh](#)

Server: User ID VP1 Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh


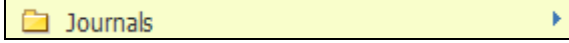

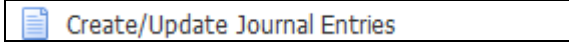
Process List

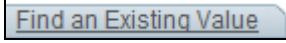
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	12788		COBOL SQL	GLPPPOST	VP1	11/01/2012 3:04:20PM PDT	Success	Posted	Details

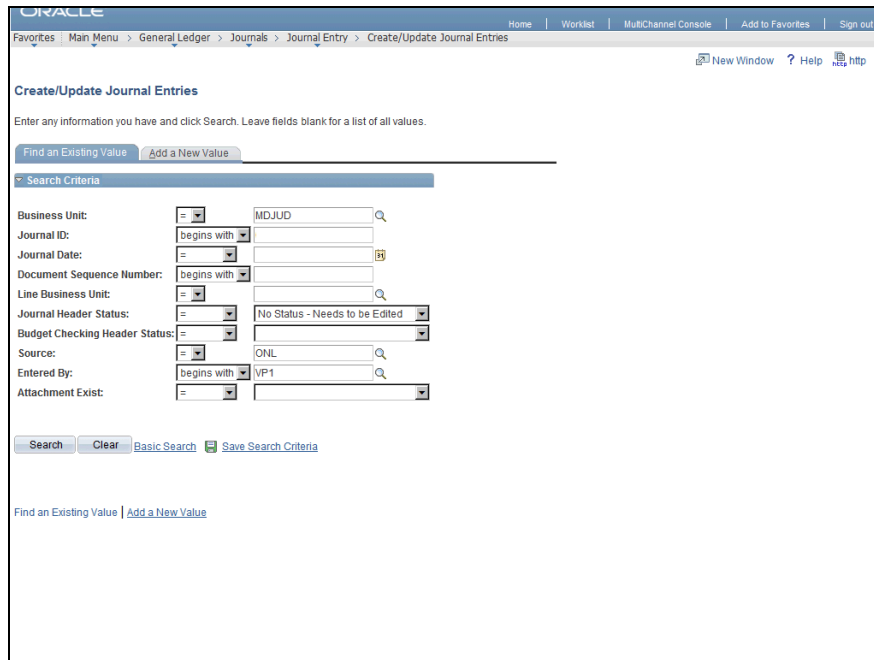
[Go back to Post Journals](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

Step	Action
22.	Verify that the Run Status reads " Success " and the Distribution Status reads " Posted. " Click the General Ledger menu. 
23.	Click the Journals menu. 
24.	Click the Journal Entry menu. 
25.	Click the Create/Update Journal Entries menu. 

Step	Action
26.	Click the Find an Existing Value tab. 



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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help http

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: [] MDJUD

Journal ID: [begins with]

Journal Date: []

Document Sequence Number: [begins with]

Line Business Unit: []

Journal Header Status: [] No Status - Needs to be Edited

Budget Checking Header Status: []

Source: [] ONL

Entered By: [begins with] VP1

Attachment Exist: []

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
27.	Enter the desired information into the Journal ID field.
28.	Click the Journal Header Status list. <div>No Status - Needs to be Edited</div>
29.	Click the blank list item. <div></div>
30.	Click the Search button. <div>Search</div>

ORACLE
Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: 0000000341 Date: 11/01/2012

Long Description: Create, edit and post a journal to a regular period

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: JNL Period: 5

Reference Number: ADB Date: 11/01/2012

Journal Class: GENERAL

Transaction Code: SJE Type:


Auto Generate Lines
Save Journal Incomplete Status
Autobalance on 0 Amount Line

Currency Defaults: USD / CR/NT / 1
Attachments (0) Commitment Control
Reversal: Do Not Generate Reversal

Entered By: VP1 Kenneth Schumacher
Entered On: 11/01/2012 2:34:33PM
Last Updated On: 11/01/2012 3:04:52PM

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
31.	<p>The GL Journal - Header page displays.</p> <p>Click the Lines tab.</p> 

ORACLE
Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Header | Lines | Totals | Errors | Approval

Unit: MDJUD Journal ID: 0000000341 Date: 11/01/2012 Errors Only

Template List Search Criteria

*Process: Edit Journal Process Line: 10

Select	Line	Unit	Ledger	SpeedType	PCA	Fund	Account	Program	Approp Number	Approp Yr	Affiliate	Fund Affil	Be Ag
<input type="checkbox"/>	1	MDJUD	ACTUALS		00306	3037	0401	B006	A0006	AY2012			C1
<input type="checkbox"/>	2	MDJUD	ACTUALS		00306	3037	2001	B006	A0006	AY2012			C1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDJUD	2	1,978.00	1,978.00	P	Y

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
32.	Review the line item(s).
33.	<p>You have successfully completed the <i>Posting Journals in Batch</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Post journals in batch <p>End of Procedure.</p>

5.4 Running the Journal Generate Process for Transactions

The **Journals Generator** process creates General Ledger journals from transactions created and posted in the sub-modules, i.e., Payables, Accounts Receivable and Billing. The **Generate Journals Request** page is shown below.

Generate Journals Request

Run Control ID: RTR.1.6.1 [Report Manager](#) [Process Monitor](#) Run

Journal Processing Options

☐ Edit
 ☐ Budget Check
 ☐ Post

Process Request Parameters

Process Frequency

☐ Once
 ☐ Always
 ☒ Don't Run

Request Number: 1

+

-

*SetID: SHARE

🔍

*Accounting Definition Name:

🔍

Application Business Unit: MDJUD

🔍

Ledger Group: ACTUALS

🔍

Template:

🔍

*From Date Option: Begin Date - From Period

▼

From Date:

📅

*To Date Option: End Date - To Period

▼

To Date:

📅

Find | View All | First 1 of 1 Last

Leave a field blank to select all its values.

Save

Notify

Refresh

Add

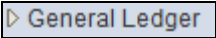


Update/Display

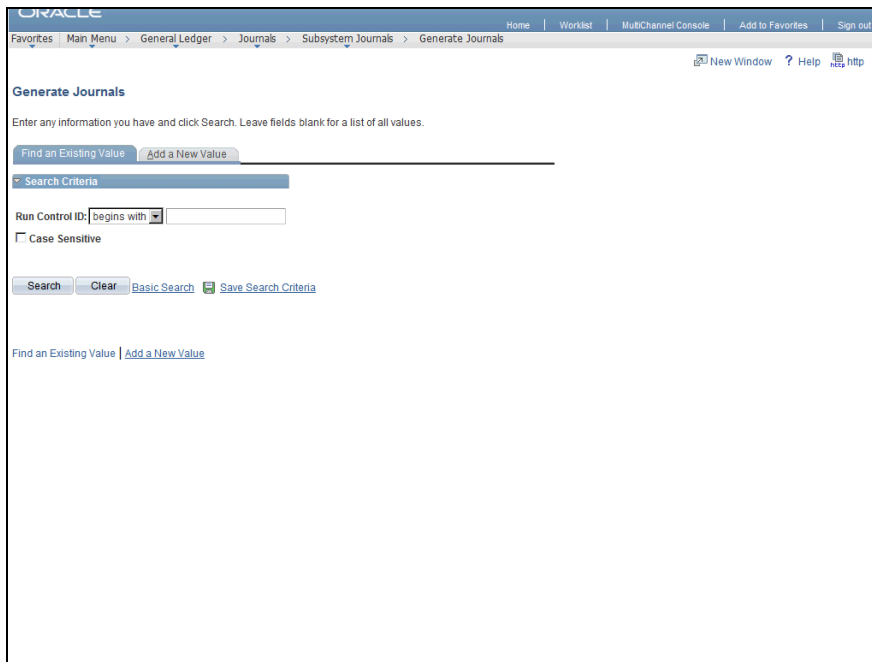
After completing this topic, you will be able to:

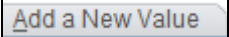
- Run the Journals Generator process to create General Ledger journals for transactions created in sub-modules

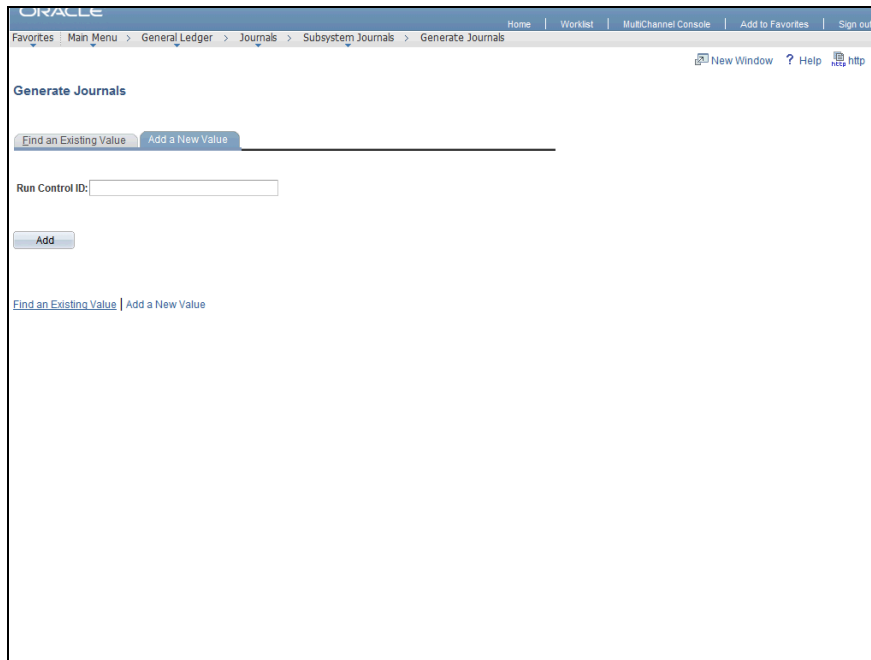
Procedure

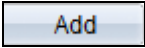
In this topic, you will run the Journal Generator process to create General Ledger journals from sub-module transactions.

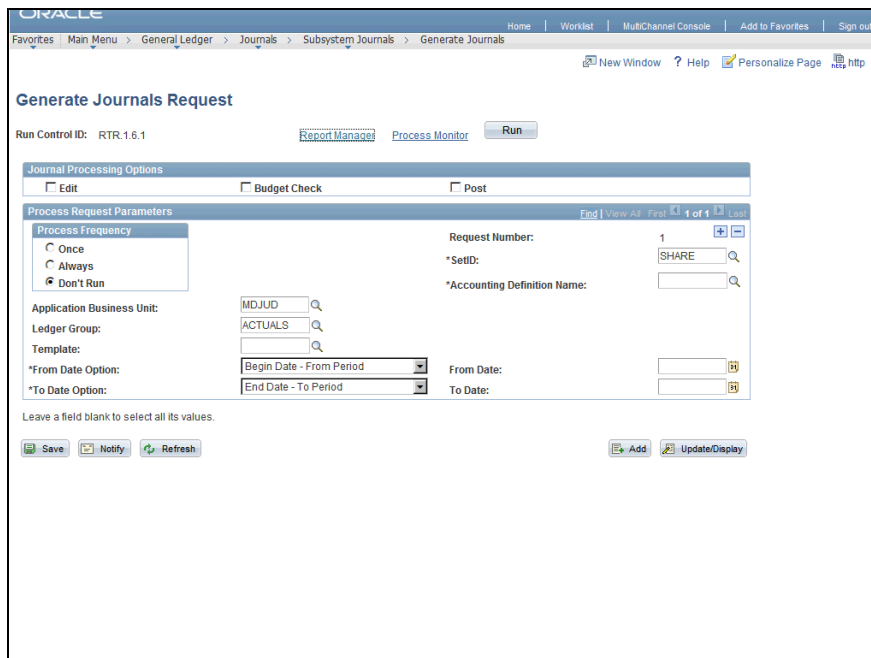
Step	Action
1.	Navigate to the Generate Journals page. Click the General Ledger link. 
2.	Click the Journals link. 
3.	Click the Generate Journals link. 


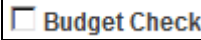


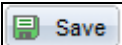
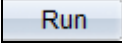


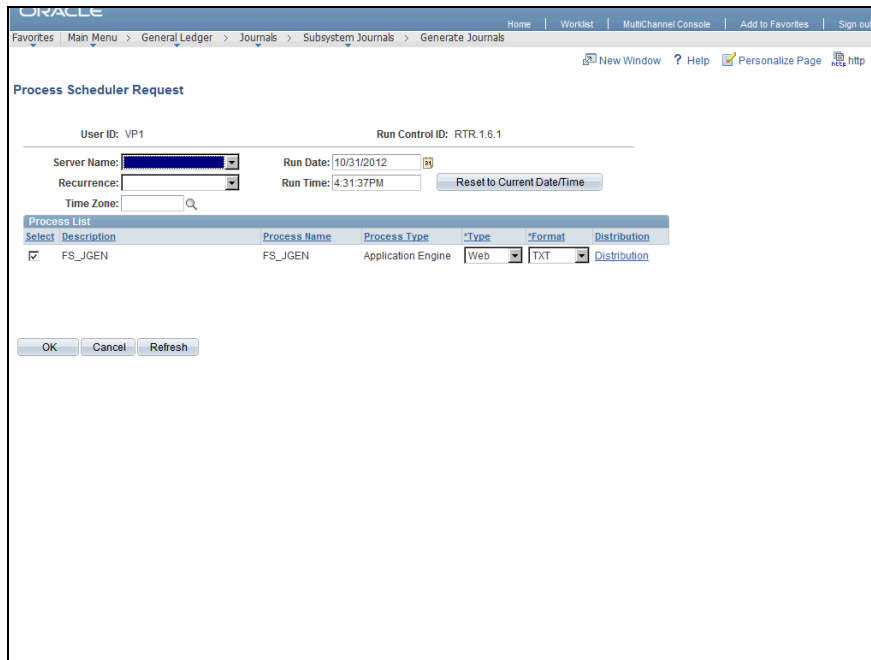
Step	Action
4.	The Generate Journals search page displays. Click the Add a New Value tab. 



Step	Action
5.	Enter the desired information into the Run Control ID field. For example, enter "JGEN" .
6.	Click the Add button. 



Step	Action
7.	<p>The Generate Journals Request page displays.</p> <p>Click the Edit option.</p> 
8.	<p>Click the Budget Check option.</p> 
9.	<p>Click the Post option.</p> 
10.	<p>Click the Always option.</p> 
11.	<p>Enter the Accounting Definition template name into the Accounting Definition Name field.</p> <p>Enter one of the following values for the corresponding module transactions:</p> <ul style="list-style-type: none"> - <i>Payables</i>: APDEFN - <i>Billing</i>: BIDEFN - <i>Accounts Receivable</i>: ARDEFN
12.	<p>For some transactions, such as vouchers, vendor payments, accounts receivable customer payments, etc., enter an Accounting Entry Template from which the system applies a defined set of offsetting entries.</p>
13.	<p>Click the Save button.</p> 
14.	<p>Click the Run button.</p> 



Oracle
Favorites | Main Menu > General Ledger > Journals > Subsystem Journals > Generate Journals

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

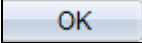
Process Scheduler Request

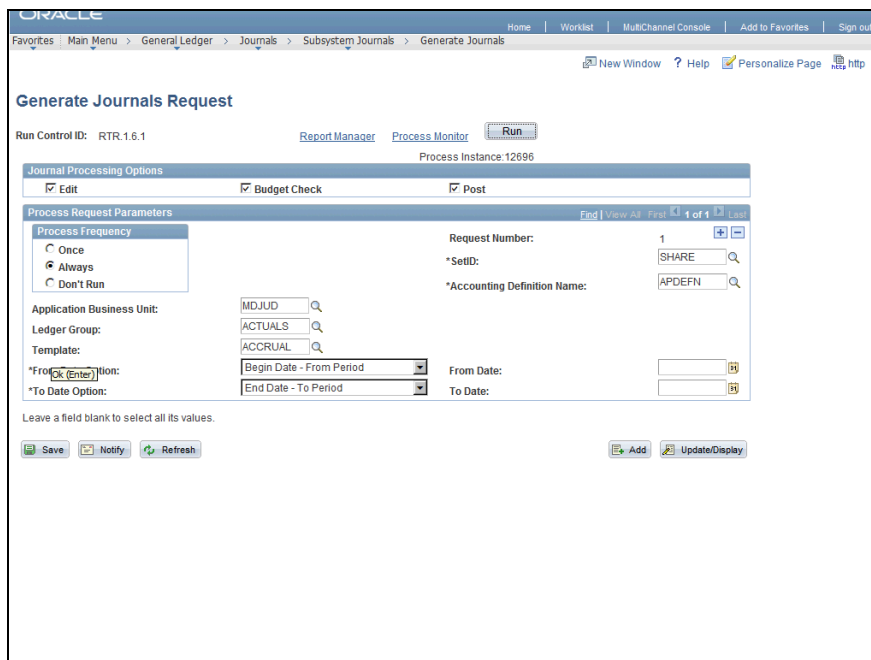
User ID: VP1 Run Control ID: RTR.1.6.1

Server Name: [dropdown] Run Date: 10/31/2012 [calendar icon]
 Recurrence: [dropdown] Run Time: 4:31:37PM [clock icon] [Reset to Current Date/Time]
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	FS_JGEN	FS_JGEN	Application Engine	Web	TXT	Distribution

OK Cancel Refresh

Step	Action
15.	<p>The Process Scheduler Request page displays.</p> <p>Click the OK button.</p> 



Oracle
Favorites | Main Menu > General Ledger > Journals > Subsystem Journals > Generate Journals

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

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Generate Journals Request

Run Control ID: RTR.1.6.1 Process Instance: 12696

Report Manager Process Monitor Run

Journal Processing Options

☒ Edit ☒ Budget Check ☒ Post

Process Request Parameters

Process Frequency: ☐ Once ☒ Always ☐ Don't Run


Request Number: 1 [dropdown]
 *SetID: SHARE [dropdown]
 *Accounting Definition Name: APDEFN [dropdown]

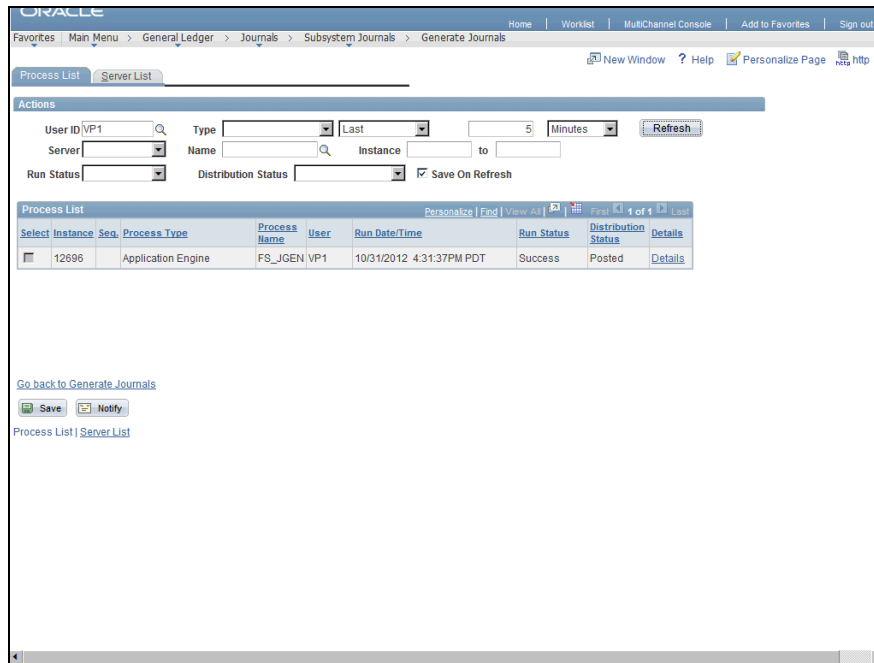
Application Business Unit: MDJUD [dropdown]
 Ledger Group: ACTUALS [dropdown]
 Template: ACCRUAL [dropdown]


*From Date: [dropdown] From Date: [calendar icon]
 *To Date: [dropdown] To Date: [calendar icon]

Leave a field blank to select all its values.

Save Notify Refresh Add Update/Display

Step	Action
16.	Click the Process Monitor link. 



Step	Action
17.	Click the Refresh button until the Run Status reads " Success " and the Distribution Status reads " Posted ." 
18.	You have successfully completed the <i>Running the Journal Generate Process for Transactions</i> topic. You have learned how to: - Create a run control for the Journal Generator (FS_JEN) process - Define process request parameters - Run the Journal Generator (FS_JEN) process End of Procedure.

Lesson 6: Using General Ledger Inquiries and Reports

Lesson Overview

General Ledger provides several delivered inquiry and reporting options that allow you to review you can view specific journal entries after they have been created and monitor ledger balances, as needed. This information is available through online inquiry pages which provide for on-demand information, as well as more static reports. This lesson discusses some of the online inquiry and reporting options available in the General Ledger.

Lesson Objectives

After completing this lesson, you should be able to use/run the following online inquiries and reports:

- **Journal Inquiry** page
- **Ledger inquiry** page
- **Ledger Activity** report
- **Ledger Activity with Attributes** report
- **Journal Ledger Activity** report
- **Ledger vs. Journal Integrity** report
- **Trial Balance** report
- **Standard Journals** report
- **General Ledger Summary** report
- **Journal Entry with Attributes** report
- **Journal Line/Accounting Reconciliation** report

6.1 Viewing Journal Entries

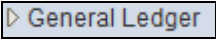


The **Journal Inquiry** page allows you to search for and view journal entries created in General Ledger. You can create an inquiry to find journal entries for criteria such as the Fiscal Year, Period(s), Journal ID, journal date and status among other criteria. You can use the inquiry in the future and modify (as needed).

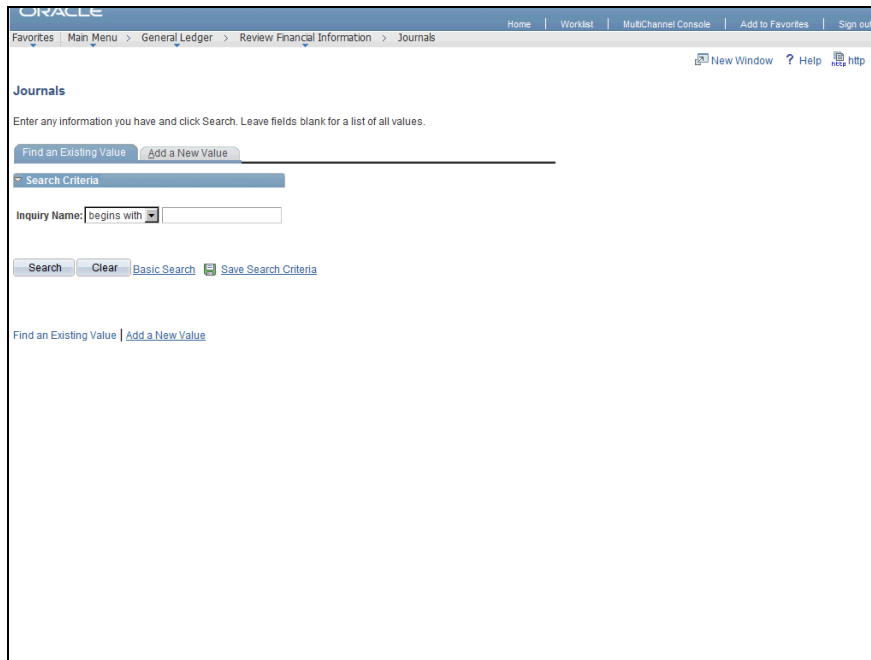
After completing topic, you will be able to:

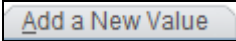
- Use the **Journal Inquiry** search page
- Review journal entries for the specified criteria

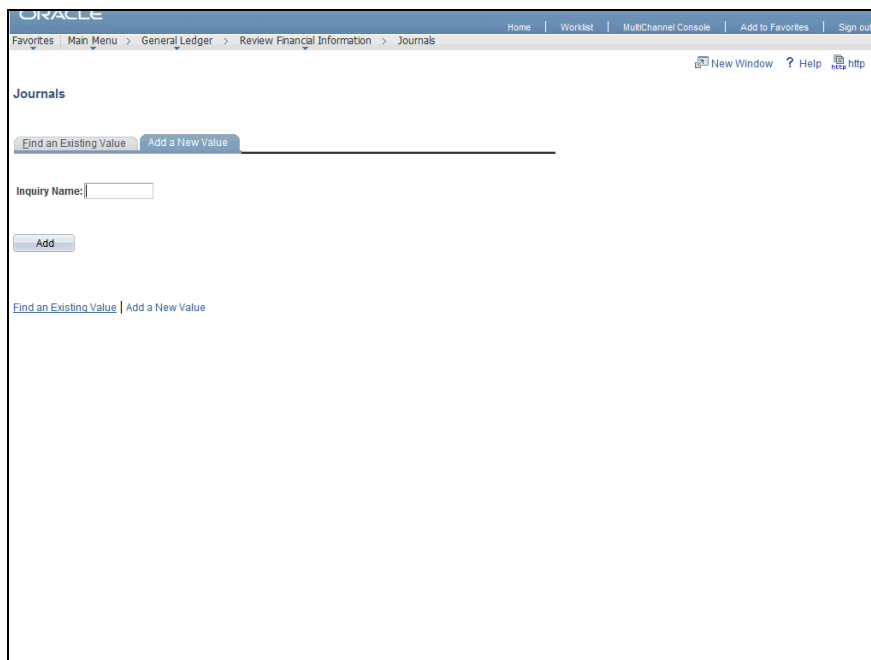
Procedure

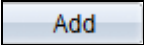
In this topic, the **Journal Inquiry** page is used find journal entries for a based on criteria entered.

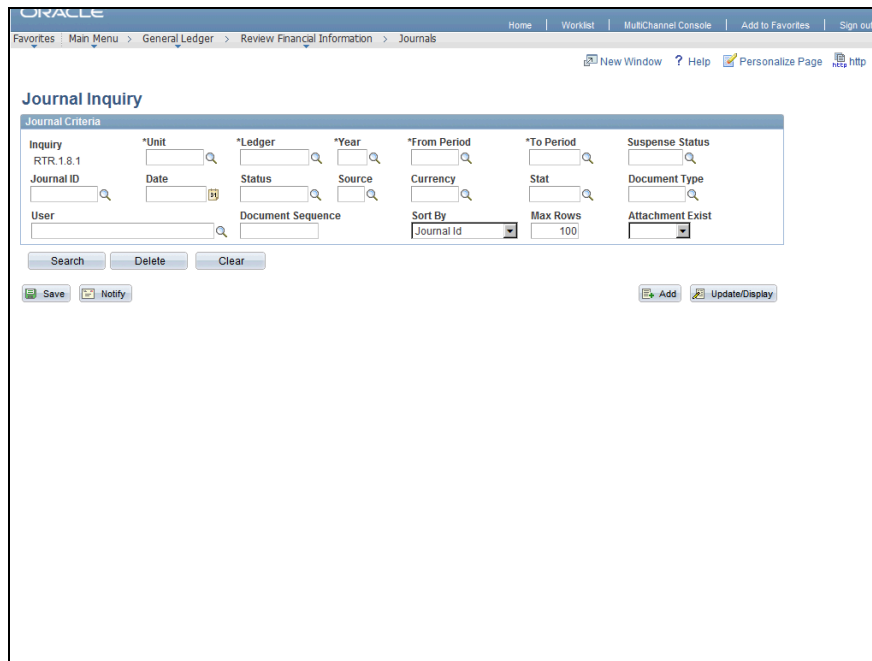
Step	Action
1.	Navigate to the Journal Inquiry page. Click the General Ledger link. 
2.	Click the Review Financial Information link. 
3.	Click the Journals link. 

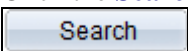


Step	Action
4.	<p>The Journals search page displays.</p> <p>Click the Add a New Value tab.</p> 



Step	Action
5.	Enter the desired inquiry name into the Inquiry Name field.
6.	Click the Add button. 



Step	Action
7.	The Journal Inquiry page displays. Enter " MDJUD " into the Unit field.
8.	Enter " ACTUALS " into the Ledger field.
9.	Enter a fiscal year into the Year field. Enter a valid value e.g. " 2013 ".
10.	Enter a period range for which you want to view journals. Enter the desired period into the From Period field. Enter a valid value e.g. " 3 ".
11.	Enter the desired period into the To Period field. Enter a valid value e.g. " 3 ".
12.	Enter the journal ID into the Journal ID field, if known.
13.	Click the Search button. 

Training Guide

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Review Financial Information | Journals

New Window ? Help Personalize Page http

Journal Inquiry

Journal Criteria

Inquiry: RTR 1.8.1

Journal ID: 0000000180

User:

*Unit: MDJUD *Ledger: ACTUALS *Year: 2013 *From Period: 3 *To Period: 3 Suspense Status:

Status: Source: Currency: Stat: Document Type:

Document Sequence: Sort By: Journal ID Max Rows: 100 Attachment Exist:

Search Delete Clear

Journal ID	Date	Unit ID	Status	Source	Suspense Status	User	Unpost Date	Descr
0000000180	09/11/2012	MDJUD	Posted	ONL	No Susp	wayne.wright	09/11/2012	Budget test

Save Notify Add Update/Display

Step	Action
14.	<p>Journal matching your search criteria.</p> <p>Click the journal link.</p> <p><u>0000000180</u></p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | General Ledger | Review Financial Information | Journals

New Window ? Help Personalize Page http

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Go To: [Journal Criteria](#)

Journal Header

Journal ID: 0000000180 Date: 09/11/2012 Schedule:

Ledger Group: ACTUALS Original Date: 09/11/2012 Process: No Request

Source: ONL Date Posted: 10/03/2012 Total Lines: 2

Journal Status: Posted Reversal Date: User ID: wayne.wright

Balanced: DR=CR Reversal: None InterUnit BU: MDJUD

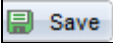
Doc Seq: Budget Status: Valid [View Attachment \(0\)](#)

Long Description: Budget test

All Lines From/To From Line: To Line: Query Journal Lines

Line #	Line Descr	Amount (in Transaction Currency)	PCA	Fund	Account	Program	Dept	Approp Number	Approp Yr	PC Bus Unit
1	Committee Meetings	5,000.00 USD	10111	0001	0423	B001		A0001	AY2013	
2	Committee Meetings	-5,000.00 USD	00001	0001	7540	B001		A0001	AY2013	

Save Notify Add Update/Display

Step	Action
15.	<p>The Journal Inquiry Details page displays.</p> <p>Review the information on the page.</p> <p>Click the Save button.</p> 
16.	<p>You have successfully completed the <i>Viewing Journal Entries</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Use the Journal Inquiry search page - Review journal entries for the specified criteria <p>End of Procedure.</p>

6.2 Viewing Ledger Balances

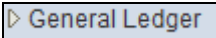


The **Ledger** inquiry page allows you to view ledger balances based on criteria that you specified. You can create an inquiry that includes criteria that specifies the ledger balances for the period(s) you want to view. You use the inquiry in the future, as needed.

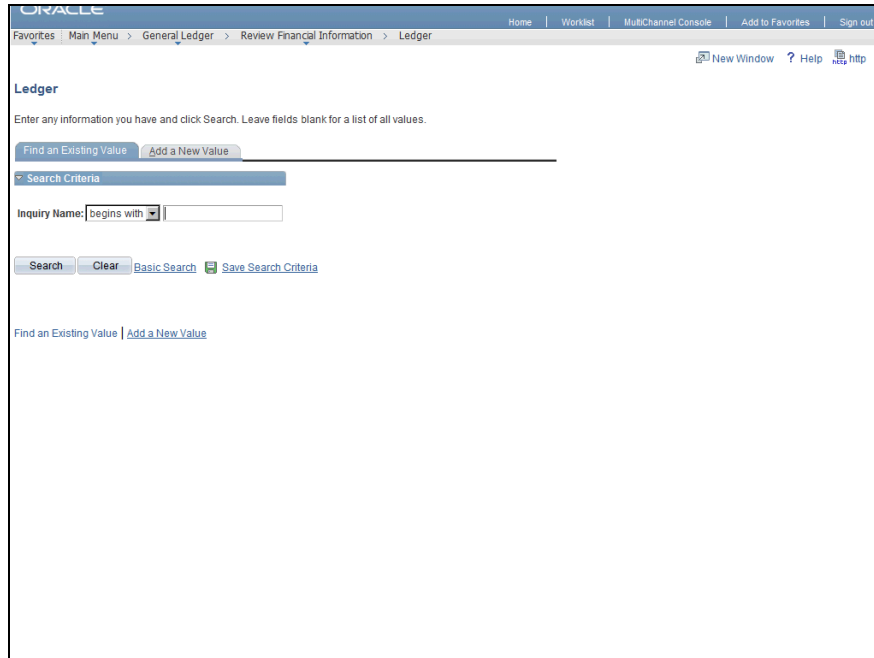
After completing topic, you will be able to:

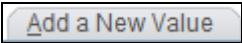
- Create a Ledger inquiry
- Review ledger balances for the selected periods

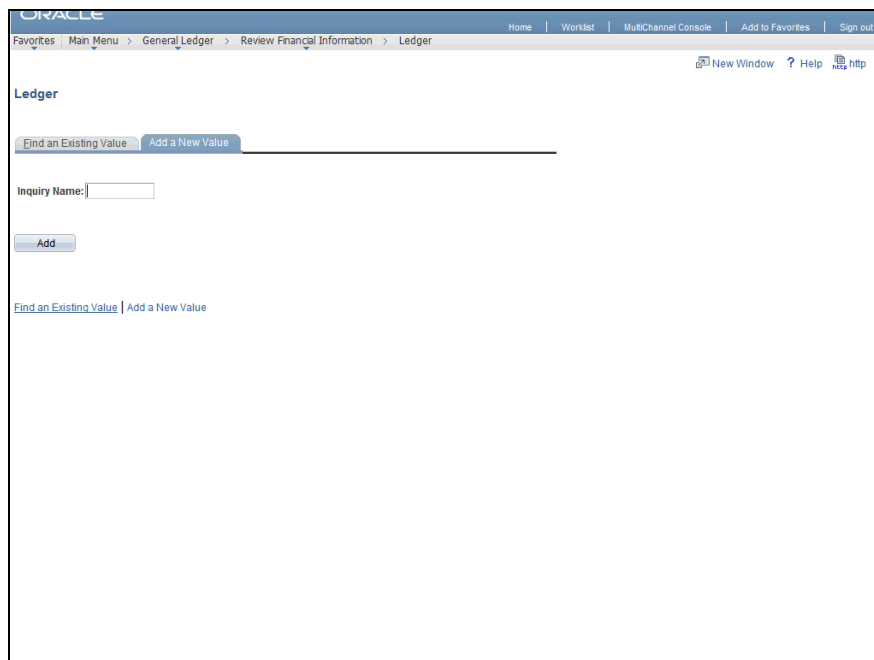
Procedure

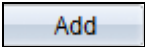
In this topic, the **Ledger** Inquiry is used to view ledger balances based on user entered criteria.

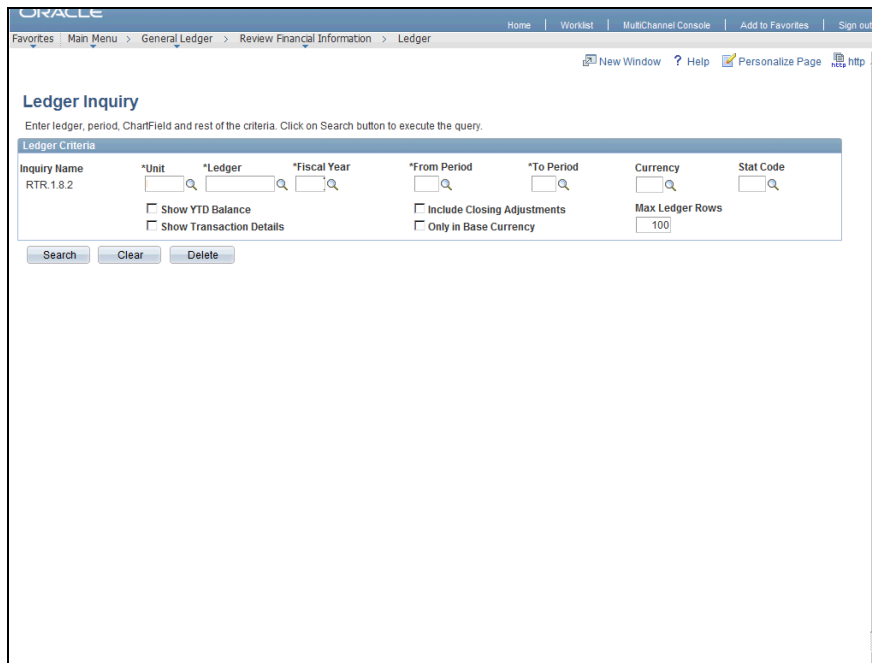
Step	Action
1.	Navigate to the Ledger search page. Click the General Ledger link. 
2.	Click the Review Financial Information link. 
3.	Click the Ledger link. 



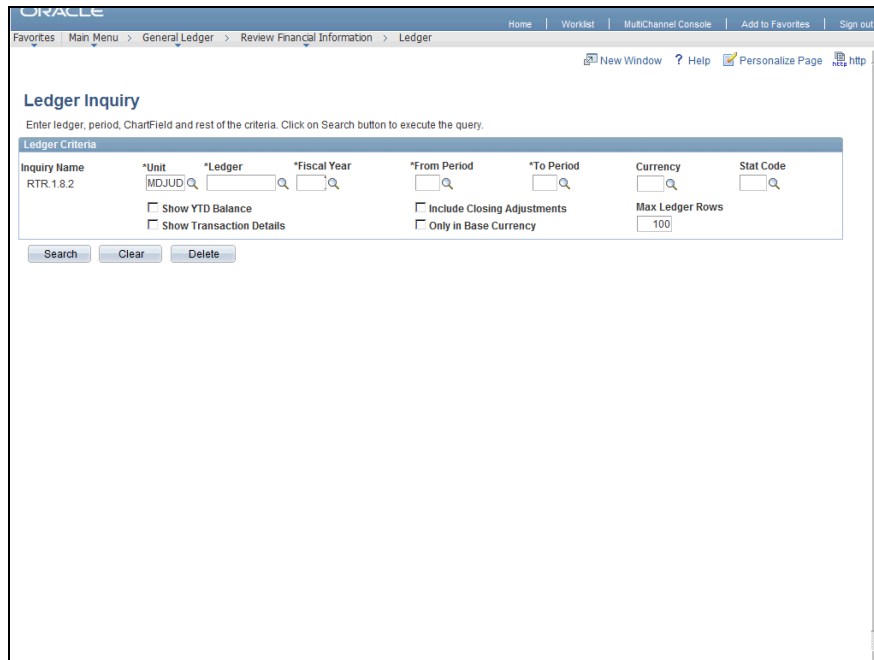
Step	Action
4.	<p>The Ledger search page displays.</p> <p>Click the Add a New Value tab.</p> 



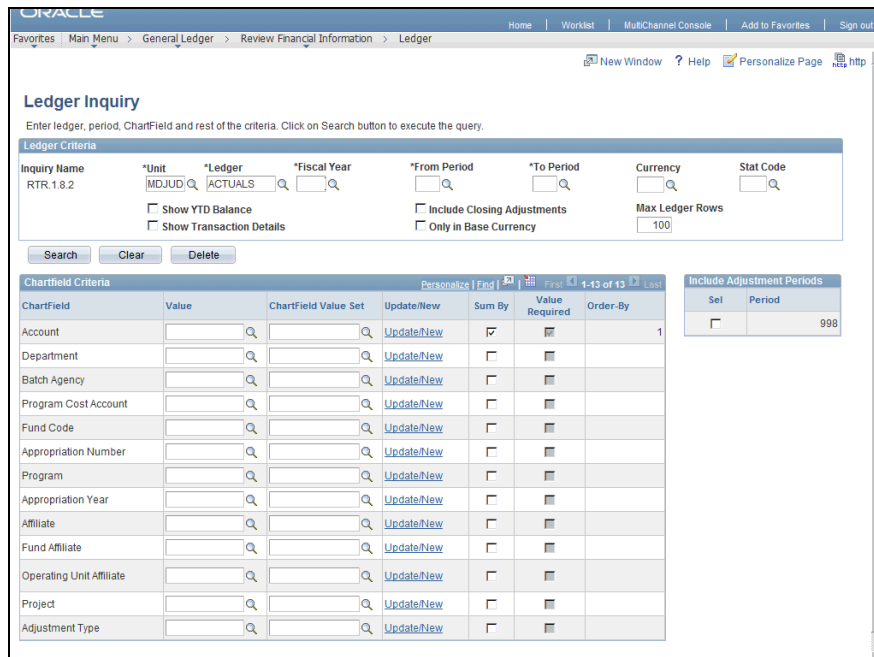
Step	Action
5.	Enter the desired information into the Inquiry Name field.
6.	Click the Add button. 



Step	Action
7.	The Ledger Inquiry page displays. Enter the desired information into the Unit field. Enter "MDJUD" .



Step	Action
8.	Enter the desired information into the Ledger field. Enter " ACTUALS ".



ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account			Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Batch Agency			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Program Cost Account			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Appropriation Number			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Program			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Appropriation Year			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operating Unit Affiliate			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Step	Action
9.	Enter the desired information into the Fiscal Year field. For example, enter " 2013 ".

Training Guide

Oracle
Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: RTR 1.8.2

*Unit: MDJUD *Ledger: ACTUALS *Fiscal Year: 2013

*From Period: *To Period: Currency: Stat Code:

☐ Show YTD Balance ☐ Include Closing Adjustments Max Ledger Rows: 100

☐ Show Transaction Details ☐ Only in Base Currency

Search Clear Delete

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Batch Agency			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Cost Account			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Number			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Year			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Personalize | Find | 1-13 of 13 | Last

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

Step	Action
10.	Enter the desired information into the From Period field. For example, enter "3".

Oracle
Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: RTR 1.8.2

*Unit: MDJUD *Ledger: ACTUALS *Fiscal Year: 2013

*From Period: 3 *To Period: Currency: Stat Code:

☐ Show YTD Balance ☐ Include Closing Adjustments Max Ledger Rows: 100

☐ Show Transaction Details ☐ Only in Base Currency

Search Clear Delete

Chartfield Criteria

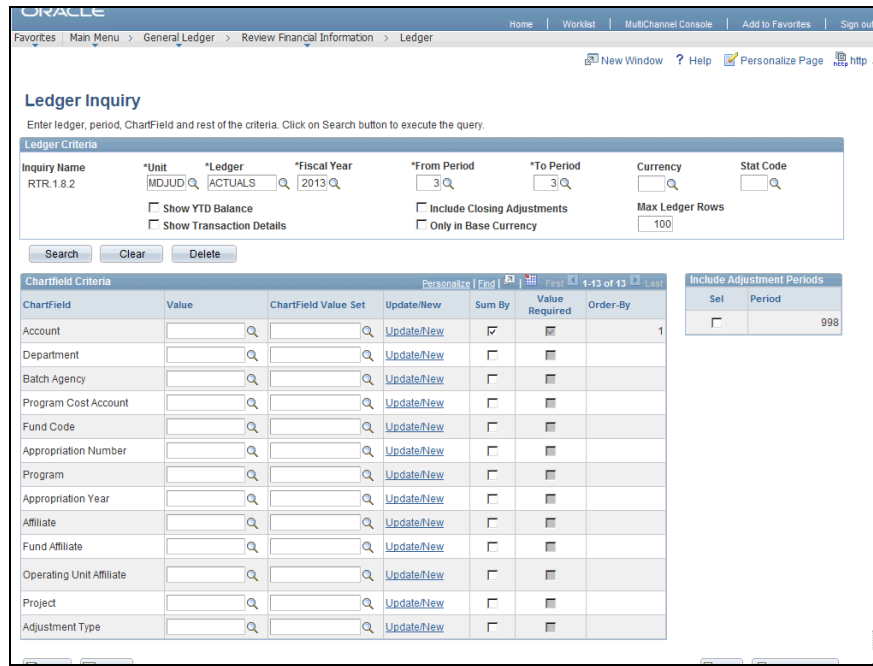
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Batch Agency			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Cost Account			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Number			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Year			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Personalize | Find | 1-13 of 13 | Last

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

Step	Action
11.	Enter the desired information into the To Period field. For example, enter "3".



Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: RTR.1.8.2 *Unit: MDJUD *Ledger: ACTUALS *Fiscal Year: 2013 *From Period: 3 *To Period: 3 Currency: Stat Code:

☐ Show YTD Balance ☐ Include Closing Adjustments Max Ledger Rows: 100

☐ Show Transaction Details ☐ Only in Base Currency

Search Clear Delete

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account			Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Batch Agency			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Cost Account			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Number			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriation Year			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Set	Period
<input type="checkbox"/>	998

Step	Action
12.	Enter the desired information into the Program Cost Account Value field. For example, enter "10111".
13.	Click the Search button.

Search

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

New Window ? Help Personalize Page http

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria

Go To: [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Display](#)

Ledger Summary [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Ledger Amount by Currency [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
3	Activity	Detail	0423	Committee Meetings	5,000.00	USD	5,000.00	USD

Currency Totals

Amount (in Transaction Currency): 5,000.00 USD Amount (in Base Currency): 5,000.00 USD

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
14.	<p>The Ledger Summary page displays.</p> <p>Click the Activity link.</p> <p>Activity</p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

New Window ? Help Personalize Page http

Ledger Inquiry

Transaction Details

Ledger Criteria

Go To: [Inquiry Criteria](#) [Ledger Summary](#) [Transaction Criteria](#)

Transaction Details [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Ledger by Period and Chartfields [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Period	Account	Account Description	Stat
3	0423	Committee Meetings	

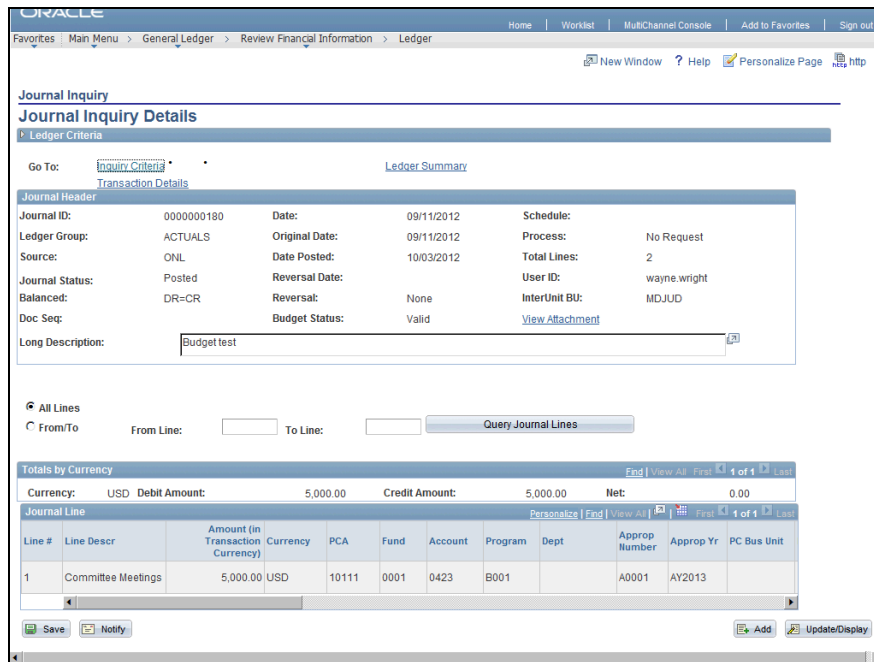
Amount (in Transaction Currency): 5,000.00 USD Amount (in Base Currency): 5,000.00 USD


Journals [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
0000000180	Committee Meetings	09/11/2012		0.00	N	5,000.00	USD	5,000.00	USD

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
15.	<p>The Transaction Details page displays.</p> <p>Click the journal link.</p> <p>0000000180</p>



Step	Action
16.	<p>Review the information on this page.</p> <p>Click the Save button.</p> <p> Save</p>
17.	<p>You have successfully completed the <i>Viewing Ledger Balances</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Navigate and view ledger balances <p>End of Procedure.</p>

6.3 Running the Ledger Activity Report

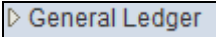


The **Ledger Activity** report lists the beginning and ending ledger balances by Chartfield combination and account. It also lists the detailed journal line activity that is posted against the ledger for the accounting periods that are specified.

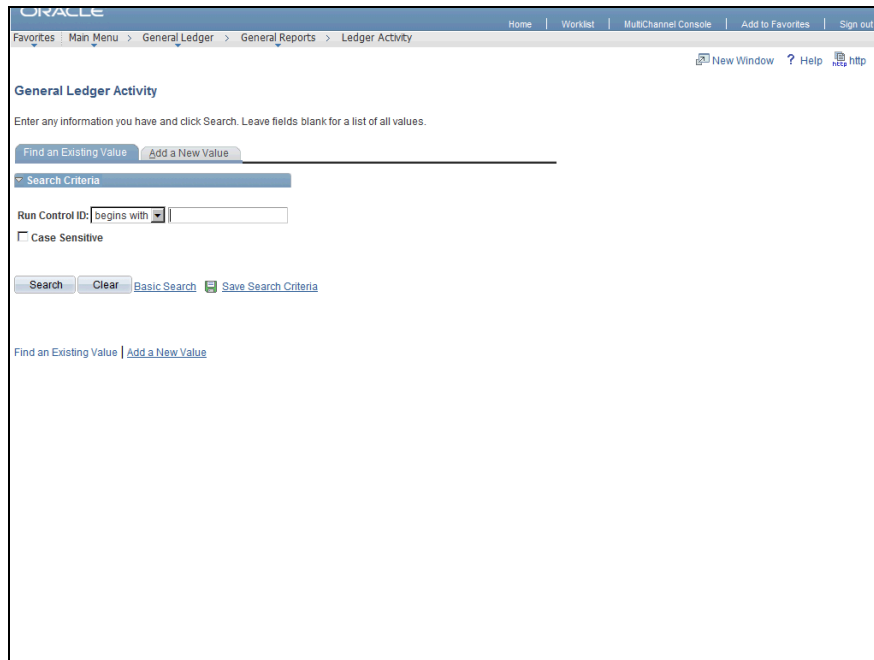
After completing this topic, you will be able to:

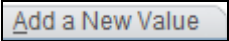
- Create a new run control for the **Ledger Activity** report
- Enter process request parameters
- Generate the **Ledger Activity** report

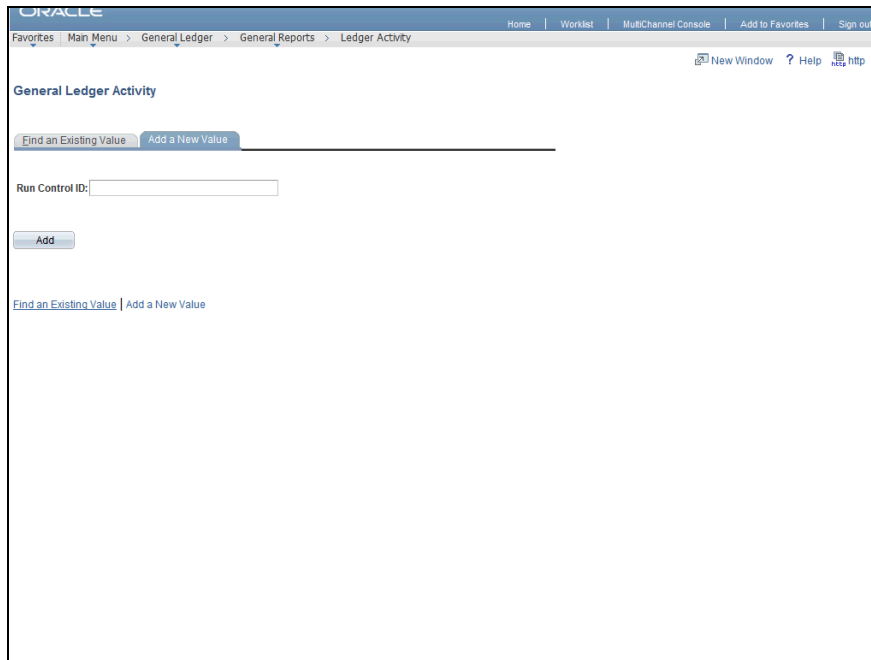
Procedure

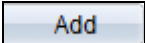
In this topic, you will run the **Ledger Activity** report.

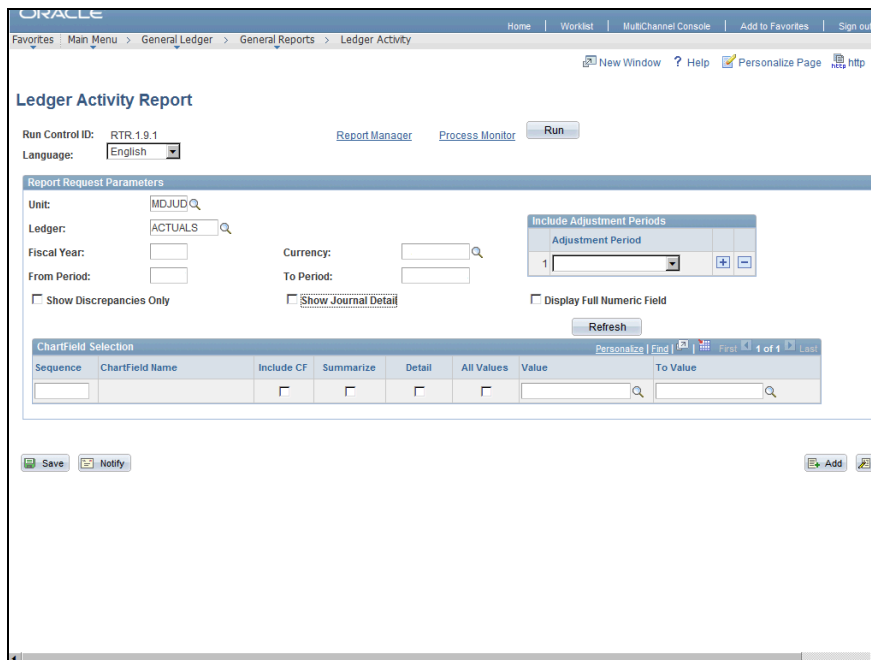
Step	Action
1.	Begin by navigating to the General Ledger Activity page. Click the General Ledger link. 
2.	Click the General Reports link. 
3.	Click the Ledger Activity link. 


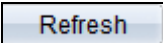


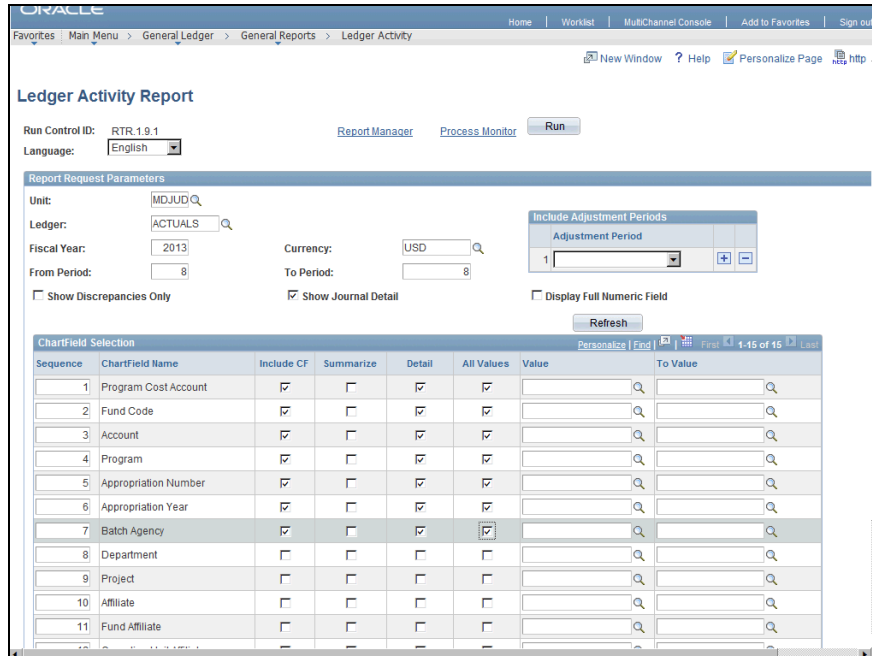
Step	Action
4.	<p>The General Ledger Activity page displays.</p> <p>NOTE: If you have previously created a run control ID for this process, you can search for it on the Find and Existing Value tab. When a run control does not exist, create a new one on the Add a New Value tab.</p> <p>For this topic, click the Add a New Value tab to create a new run control.</p> 



Step	Action
5.	Enter the desired information into the Run Control ID field. Enter a valid value e.g. " GL_ACTIVITY ".
6.	Click the Add button. 



Step	Action
7.	The values for the Unit and the Ledger should default to the "MDJUD" and "ACTUALS".
8.	Enter the desired information into the Fiscal Year field. For example, enter "2013".
9.	Enter "USD" into the Currency field.
10.	Enter the desired information into the From Period field. For example, enter "8".
11.	Enter the desired information into the To Period field. For example, enter "8".
12.	Click the Show Journal Detail option. 
13.	Click the Refresh button. 



Ledger Activity Report

Run Control ID: RTR 1.9.1 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: MDJUD
 Ledger: ACTUALS
 Fiscal Year: 2013 Currency: USD
 From Period: 8 To Period: 8

☐ Show Discrepancies Only ☒ Show Journal Detail ☐ Display Full Numeric Field

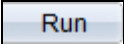
Include Adjustment Periods

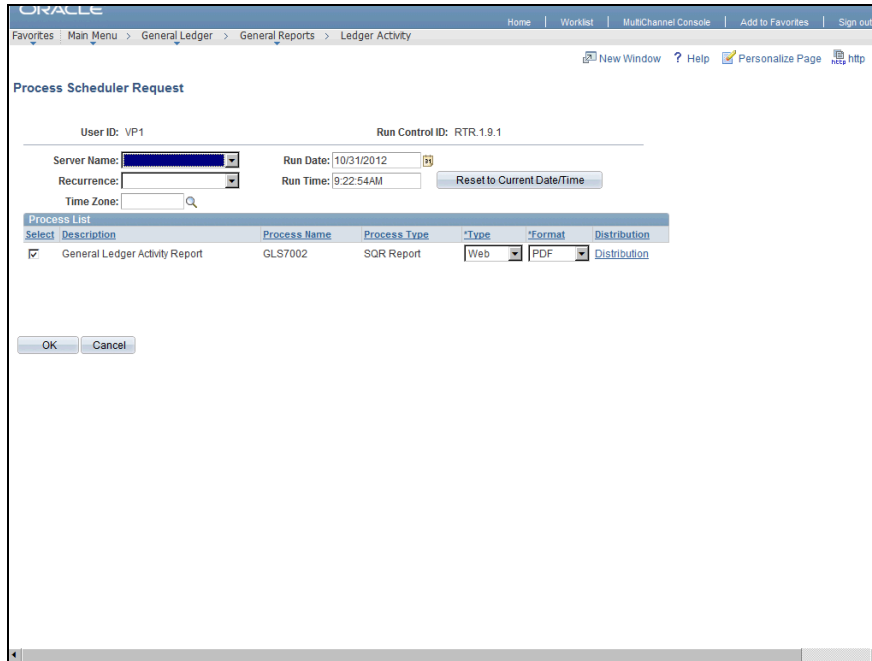
Adjustment Period: 1

Chartfield Selection

Sequence	Chartfield Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
4	Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
5	Appropriation Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
6	Appropriation Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
7	Batch Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
8	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Step	Action
14.	Click the Include CF , Detail , and All Values options for the following Chartfield values: 1. Program Cost Account 2. Fund Code 3. Account 4. Program 5. Appropriation Number 6. Appropriation Year 7. Batch Agency

Step	Action
15.	Click the Run button. 



Oracle
Favorites | Main Menu | General Ledger | General Reports | Ledger Activity | Home | Worklist | Multichannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

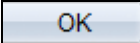
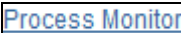
Process Scheduler Request

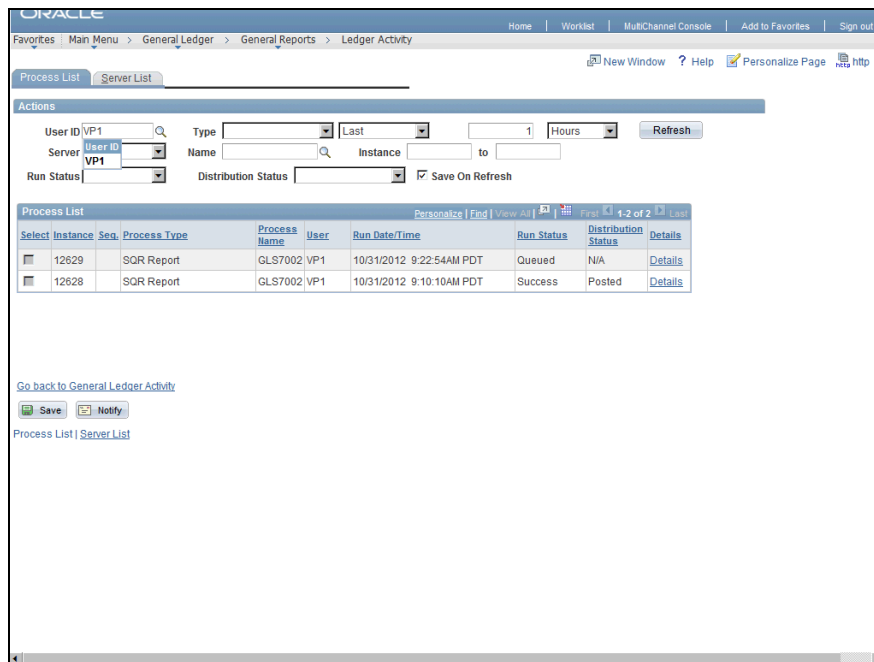
User ID: VP1 Run Control ID: RTR.1.9.1

Server Name: [dropdown] Run Date: 10/31/2012 [calendar icon]
 Recurrence: [dropdown] Run Time: 9:22:54AM [Reset to Current Date/Time]
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	General Ledger Activity Report	GLS7002	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
16.	The Process Scheduler Request page displays. Accept all values on this page. Click the OK button. 
17.	Take note of the Process Instance number in top right corner of the page.
18.	Click the Process Monitor link. 



Oracle Process Monitor - Process List

Actions: User ID: VP1, Type: Last, Run Status: VP1, Distribution Status: Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12629		SQR Report	GLS7002	VP1	10/31/2012 9:22:54AM PDT	Queued	N/A	Details
<input type="checkbox"/>	12628		SQR Report	GLS7002	VP1	10/31/2012 9:10:10AM PDT	Success	Posted	Details

Go back to General Ledger Activity

Save Notify

Process List | [Server List](#)

Step	Action
19.	<p>The Process Monitor - Process List page displays.</p> <p>The process you ran is listed by process instance number in the Process List section.</p>
20.	<p>Click the Refresh button periodically until the run status is "Success" and the Distribution Status is "Posted".</p> <p>Refresh</p>
21.	<p>After process runs successfully, click the Go back to General Ledger Activity link.</p> <p>Go back to General Ledger Activity</p>
22.	<p>The Ledger Activity Report run control page displays.</p> <p>Click the Report Manager link to retrieve the report.</p> <p>Report Manager</p>

Oracle
Favorites | Main Menu > General Ledger > General Reports > Ledger Activity

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

List Explorer Administration Archives

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Go back to General Ledger Activity

Save

List Explorer Administration Archives

Step	Action
23.	<p>The Report Manager - List page displays.</p> <p>Click the Administration tab.</p> <p>Administration</p>

Oracle
Favorites | Main Menu > General Ledger > General Reports > Ledger Activity

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

List Explorer Administration Archives

View Reports For

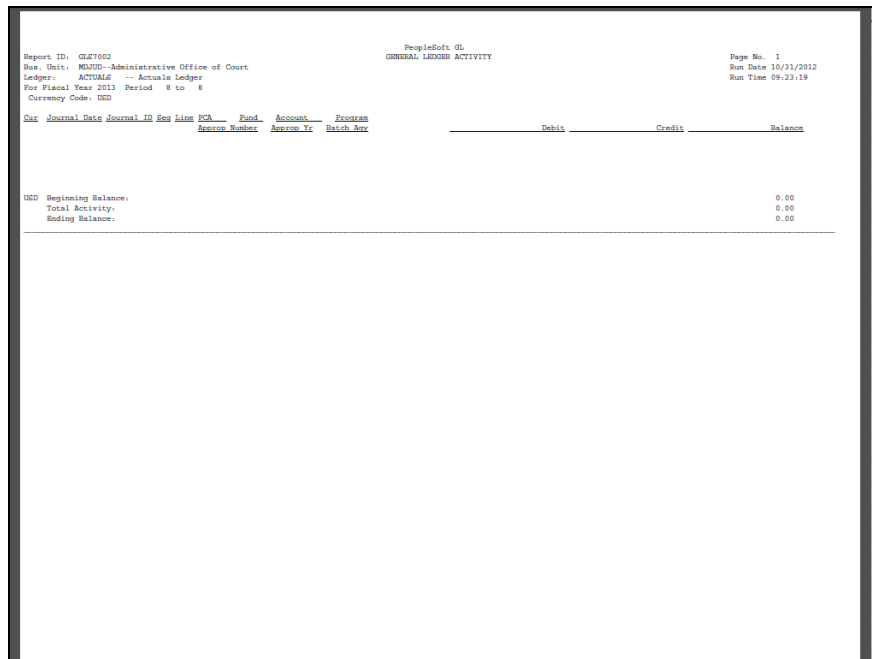
User ID: VP1 Type: Last Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9506	12629	General Ledger Activity Report	10/31/2012 9:23:00AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9505	12628	General Ledger Activity Report	10/31/2012 9:10:12AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9502	12617	BI Publisher empty dir clean	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9501	12616	BI Publisher Archive	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9500	12615	Process Scheduler System Purge	10/31/2012 2:30:50AM	Acrobat (*.pdf)	Not Posted	
<input type="checkbox"/>	9498	12607	Comm. Cntrl. Budget Processor	10/30/2012 9:15:28PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9497	12606	Comm. Cntrl. Budget Processor	10/30/2012 8:59:44PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9496	12605	Comm. Cntrl. Budget Processor	10/30/2012 8:50:46PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9495	12604	Comm. Cntrl. Budget Processor	10/30/2012 8:49:04PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9494	12603	Comm. Cntrl. Budget Processor	10/30/2012 8:41:51PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9493	12602	Comm. Cntrl. Budget Processor	10/30/2012 8:33:18PM	Text Files (*.txt)	Posted	Details

Select All Deselect All

Step	Action
24.	<p>The Report Manager - Administration page displays.</p> <p>Click the General Ledger Activity Report link to open the General Ledger Activity Report.</p> <p>General Ledger Activity Report</p>



Report ID: GLE7002
Bus. Unit: MOJUD--Administrative Office of Court
Ledger: ACTUALS -- Actuals Ledger
For Fiscal Year 2013 Period 8 to 8
Currency Code: USD

PeopleSoft GL
GENERAL LEDGER ACTIVITY

Page No. 1
Run Date 10/31/2012
Run Time 09:23:19

Date	Journal	Date	Journal ID	Bus Unit	PCA	Fund	Account	Program	Account Number	Account Tr	Batch	Amt	Debit	Credit	Balance
USD	Beginning Balance:														0.00
	Total Activity:														0.00
	Ending Balance:														0.00

Step	Action
25.	<p>The General Ledger Activity report displays. Review the information on this page.</p> <p>Print the report using the browser options, if desired.</p>
26.	<p>You have successfully completed the <i>Running the Ledger Activity Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Navigate to and review the General Ledger Activity report <p>End of Procedure.</p>

6.4 Running the Ledger Activity with Attributes Report

The **Ledger Activity with Attributes** report lists the journal activity and the associated attributes for one or more specific Chartfields in the ledger for one or more periods, including beginning and ending balances.

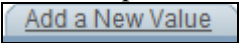
After completing this topic, you will be able to:

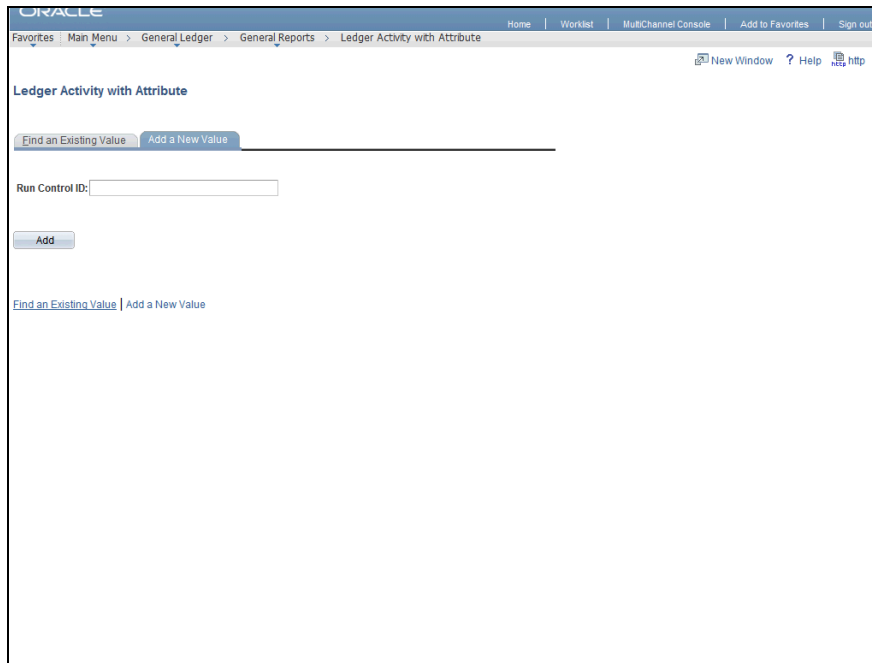
- Create a new run control for the **Ledger Activity with Attributes** report
- Enter process request parameters
- Generate the **Ledger Activity with Attributes** report

Procedure

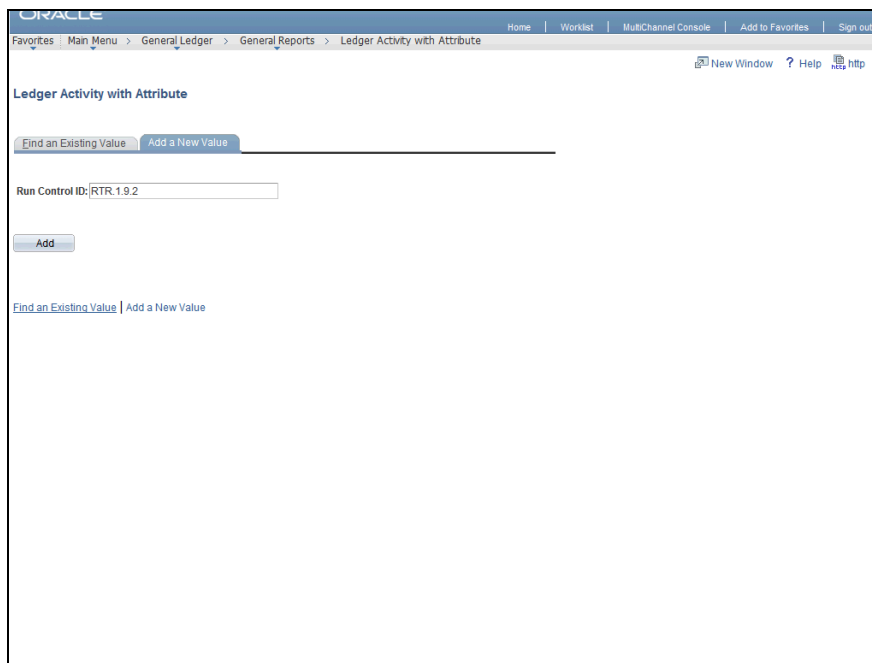
In this topic, you will run the **Ledger Activity with Attributes** report.

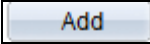
Step	Action
1.	Begin by navigating to the Ledger Activity with Attribute page. Click the General Ledger link. ▶ General Ledger
2.	Click the General Reports link. General Reports
3.	Click the Ledger Activity with Attribute link. Ledger Activity with Attribute

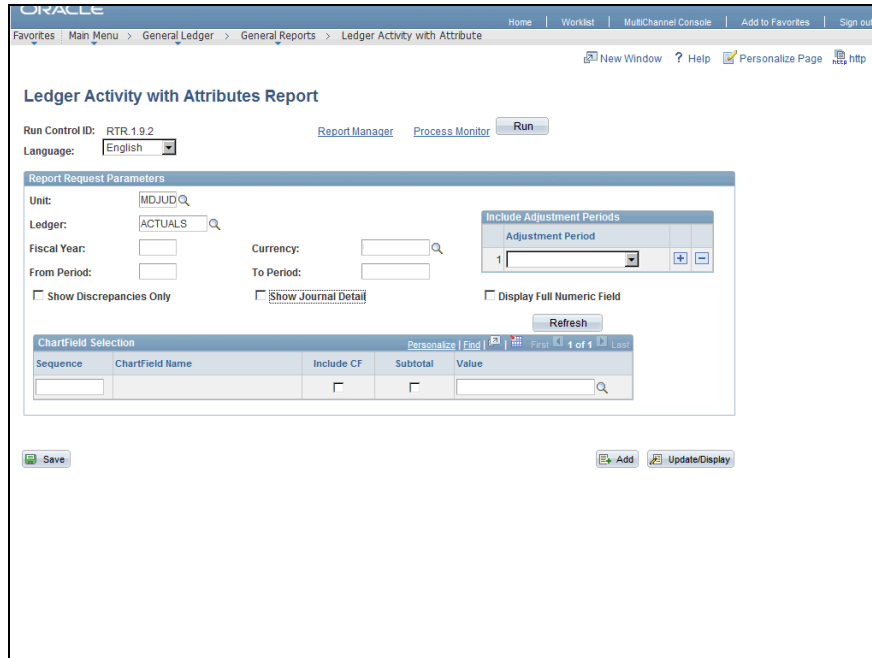
Step	Action
4.	<p>The Ledger Activity with Attribute search page displays.</p> <p>NOTE: If you have previously created a run control ID for this process, you can search for it on the Find and Existing Value tab. When a run control does not exist, create a new one on the Add a New Value tab.</p> <p>For this topic, click the Add a New Value tab to create a new run control.</p> 



Step	Action
5.	Enter the desired information into the Run Control ID field. For example, enter " LEDGERACT ".



Step	Action
6.	Click the Add button. 



Oracle
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > General Reports > Ledger Activity with Attribute

New Window ? Help Personalize Page http

Ledger Activity with Attributes Report

Run Control ID: RTR 1.9.2 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Unit: MDJUD

Ledger: ACTUALS

Fiscal Year:

From Period:

☐ Show Discrepancies Only

Currency:

To Period:

☐ Show Journal Detail

Include Adjustment Periods

Adjustment Period

1

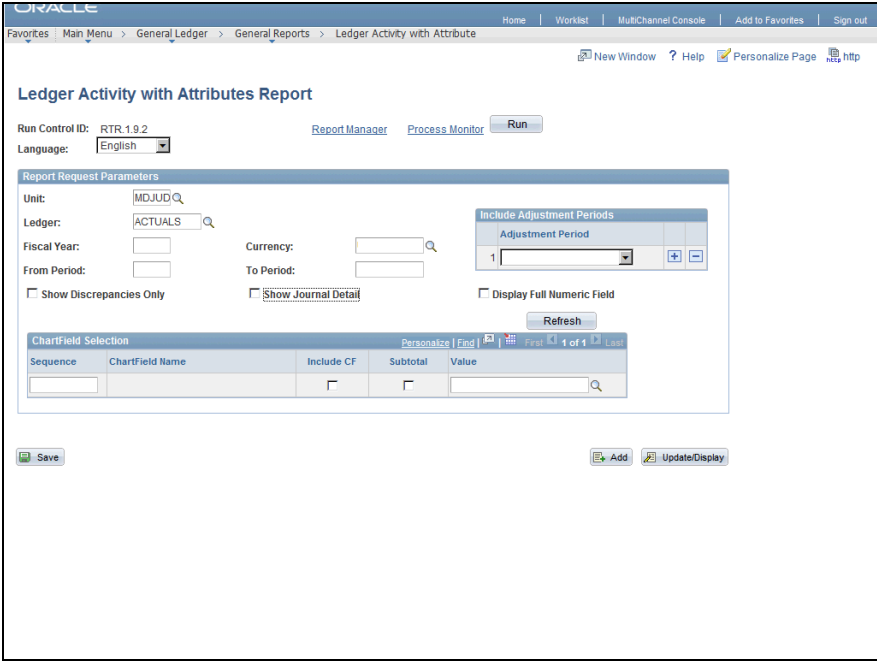
☐ Display Full Numeric Field


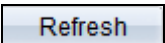
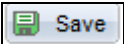
[Refresh](#)

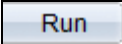
Sequence	ChartField Name	Include CF	Subtotal	Value
		<input type="checkbox"/>	<input type="checkbox"/>	

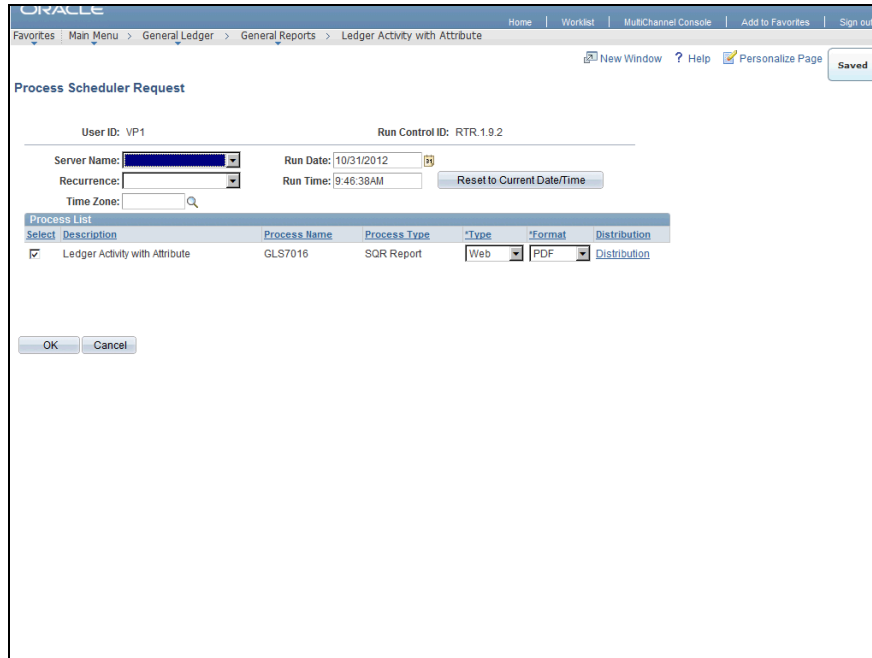
[Save](#) [Add](#) [Update/Display](#)

Step	Action
7.	The Ledger Activity with Attributes page displays. The values for the Unit and the Ledger should default to the "MDJUD" and "ACTUALS".



Step	Action
8.	Enter the desired information into the Fiscal Year field. For example, enter " 2013 ".
9.	Enter " USD " into the Currency field.
10.	Enter a period range for which to run the report using the From Period and To Period fields. Enter the desired information into the From Period field. For example, enter " 3 ".
11.	Enter the desired information into the To Period field. For example, enter " 4 ".
12.	Click the Show Journal Detail option. 
13.	Click the Refresh button. 
14.	In the Chartfield Selection section, click the Include CF options for the following Chartfield values: <ol style="list-style-type: none"> Program Cost Account Fund Code Account Program Appropriation Number Appropriation Year Batch Agency
15.	Click the Save button. 

Step	Action
16.	Click the Run button. 



Oracle
 Favorites | Main Menu | General Ledger | General Reports | Ledger Activity with Attribute | Home | Worklist | Multichannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page Saved

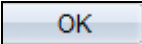
Process Scheduler Request

User ID: VP1 Run Control ID: RTR.1.9.2

Server Name: [dropdown] Run Date: 10/31/2012 [calendar icon]
 Recurrence: [dropdown] Run Time: 9:46:38AM [Reset to Current Date/Time]
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Ledger Activity with Attribute	GLS7016	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
17.	The Process Scheduler Request page displays. Accept all values on this page. Click the OK button. 

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Ledger Activity with Attribute

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Ledger Activity with Attributes Report

Run Control ID: RTR 1.9.2 Report Manager Process Monitor **Run**

Language: English Process Instance 12632

Report Request Parameters

Unit: MDJUD
Ledger: ACTUALS
Fiscal Year: 2013 Currency: USD
From Period: 3 To Period: 4

☐ Show Discrepancies Only ☒ Show Journal Detail ☐ Display Full Numeric Field

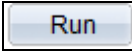
Include Adjustment Periods

Adjustment Period: 1

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value
1	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Appropriation Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Appropriation Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Batch Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Department	<input type="checkbox"/>	<input type="checkbox"/>	
9	Project	<input type="checkbox"/>	<input type="checkbox"/>	
10	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	
11	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	
12	Operating Unit Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	

Refresh

Step	Action
18.	<p>The Ledger Activity with Attributes Report run control page displays.</p> <p>Take note of the Process Instance number in the top right corner of the page.</p>
19.	<p>Click the Run button.</p> 

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Ledger Activity with Attribute

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Process List Server List

Actions

User ID: VP1 Type: Last: 10 Minutes Refresh

Server: Name: Instance: to:

Run Status: Distribution Status: ☒ Save On Refresh

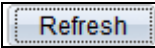
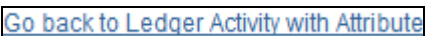
Process List

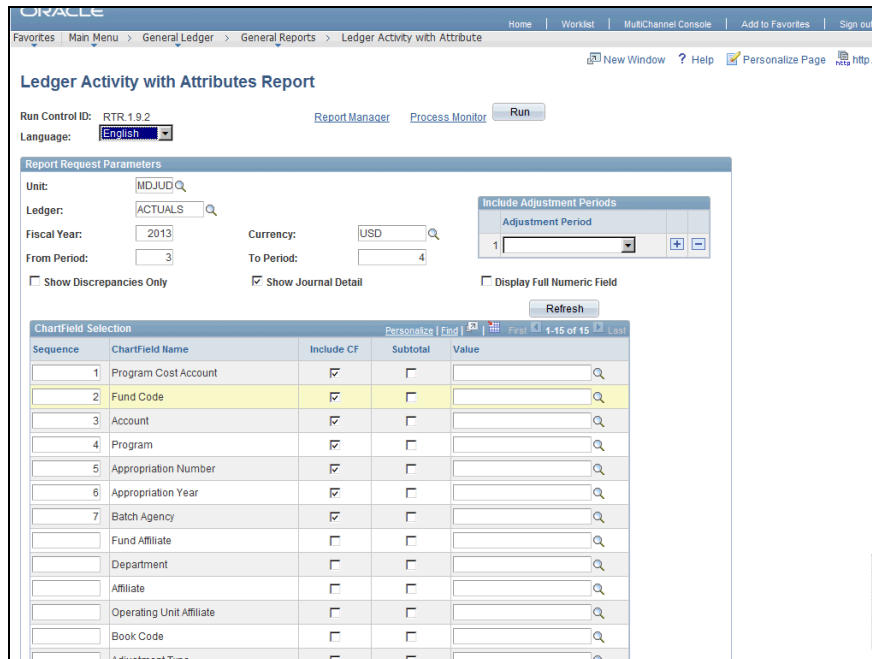
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12632		SQR Report	GLS7016	VP1	10/31/2012 9:48:38AM PDT	Success	Posted	Details
<input type="checkbox"/>	12631		SQR Report	GLS7016	VP1	10/31/2012 9:39:51AM PDT	Success	Posted	Details


[Go back to Ledger Activity with Attribute](#)

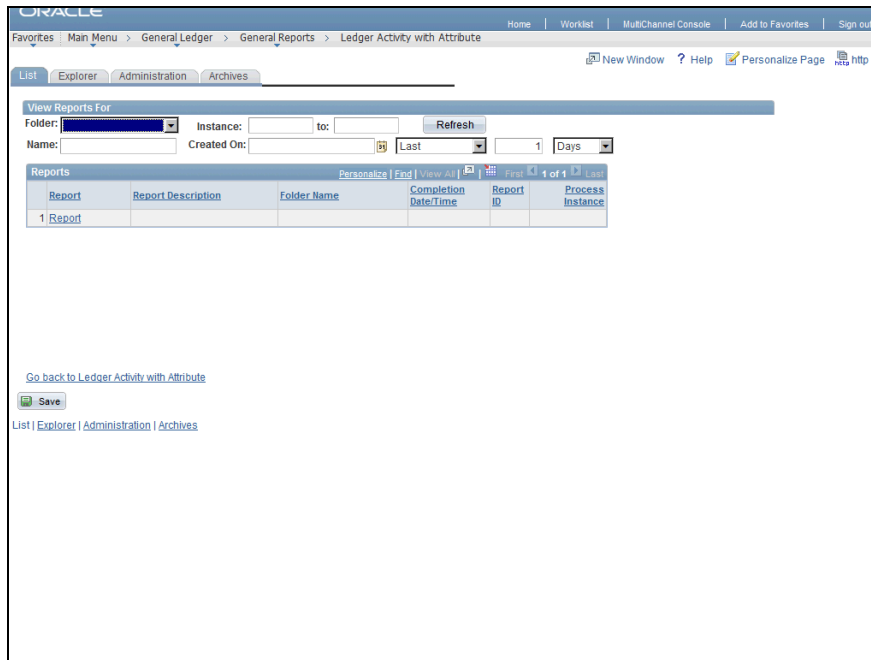
[Save](#) [Notify](#)

Process List | [Server List](#)

Step	Action
20.	The Process Monitor - Process List page displays. The process you ran is listed by process instance number in the Process List section.
21.	Click the Refresh button periodically until the run status is "Success" and the Distribution Status is "Posted". 
22.	After the process runs successfully, click the Go back to Ledger Activity with Attribute link. 



Step	Action
23.	The Ledger Activity with Attributes Report run control page displays. Click the Report Manager link to retrieve the report. 



Oracle
Favorites | Main Menu > General Ledger > General Reports > Ledger Activity with Attribute

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

List | Explorer | Administration | Archives

View Reports For

Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh

Name: [text] Created On: [text] [dropdown] Last [dropdown] 1 Days

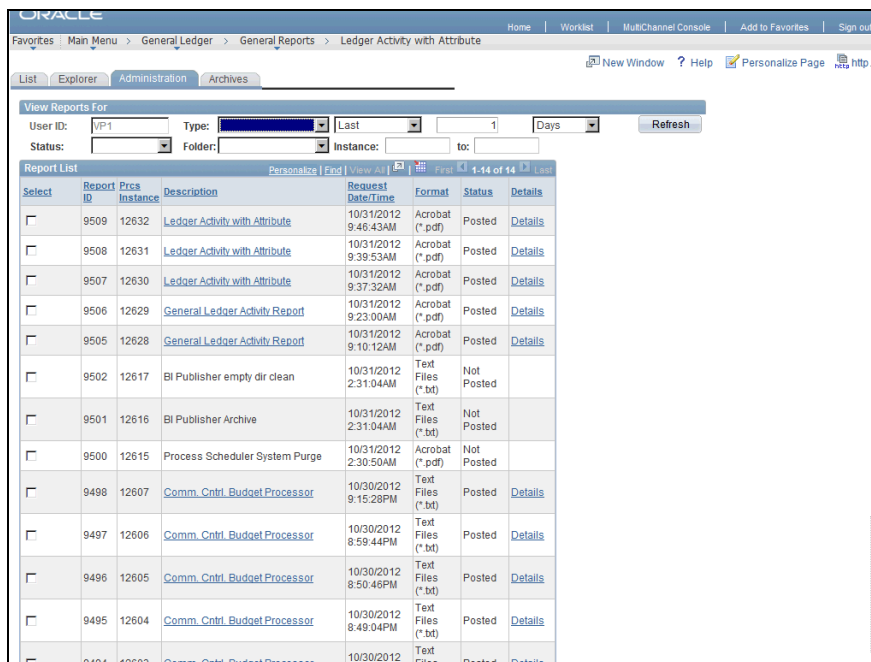
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Go back to Ledger Activity with Attribute

Save

List | Explorer | Administration | Archives

Step	Action
24.	<p>The Report Manager - List page displays.</p> <p>Click the Administration tab.</p> <p>Administration</p>



Oracle
Favorites | Main Menu > General Ledger > General Reports > Ledger Activity with Attribute

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

List | Explorer | Administration | Archives

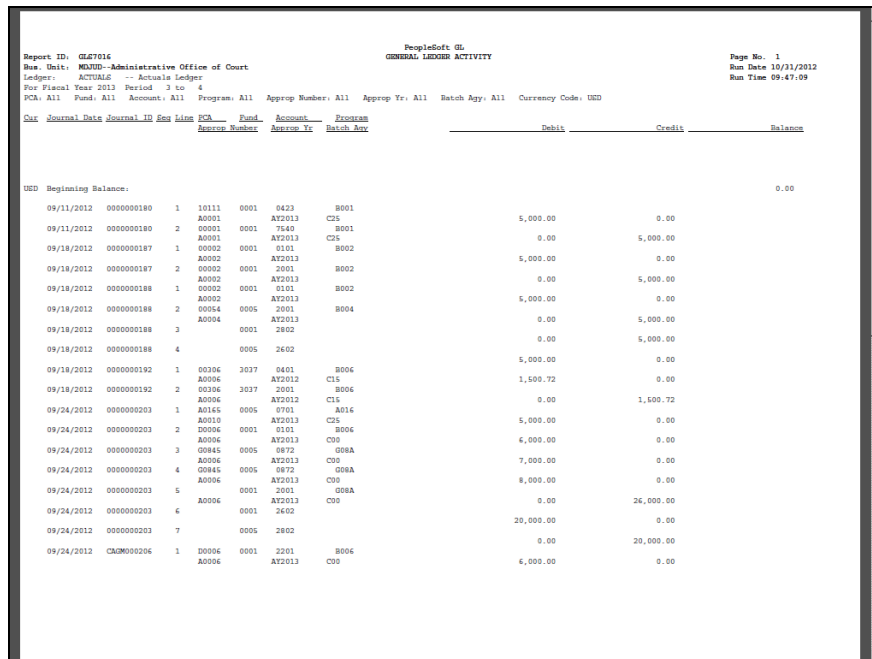
View Reports For

User ID: [text] Type: [dropdown] Last [dropdown] 1 Days Refresh

Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9509	12632	Ledger Activity with Attribute	10/31/2012 9:46:43AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9508	12631	Ledger Activity with Attribute	10/31/2012 9:39:53AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9507	12630	Ledger Activity with Attribute	10/31/2012 9:37:32AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9506	12629	General Ledger Activity Report	10/31/2012 9:23:00AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9505	12628	General Ledger Activity Report	10/31/2012 9:10:12AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9502	12617	BI Publisher empty dir clean	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9501	12616	BI Publisher Archive	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9500	12615	Process Scheduler System Purge	10/31/2012 2:30:50AM	Acrobat (*.pdf)	Not Posted	
<input type="checkbox"/>	9498	12607	Comm. Cntrl. Budget Processor	10/30/2012 9:15:28PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9497	12606	Comm. Cntrl. Budget Processor	10/30/2012 8:59:44PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9496	12605	Comm. Cntrl. Budget Processor	10/30/2012 8:50:46PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9495	12604	Comm. Cntrl. Budget Processor	10/30/2012 8:49:04PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9494	12603	Comm. Cntrl. Budget Processor	10/30/2012	Text Files	Posted	Details

Step	Action
25.	<p>The Report Manager - Administration page displays.</p> <p>Click the Ledger Activity with Attribute link to open the Ledger Activity with Attribute report.</p> <p>Ledger Activity with Attribute</p>



Report ID: GLE7016
 Bus. Unit: MOJUD--Administrative Office of Court
 Ledger: ACTUALS - Actuals Ledger
 For Fiscal Year 2013 Period 3 to 4
 PCA: All Fund: All Account: All Program: All Approp Number: All Approp Yr: All Batch Agr: All Currency Code: USD

Page No. 1
 Run Date 10/11/2012
 Run Time 09:47:09

GENERAL LEDGER ACTIVITY

Date	Journal	Amount	PCA	Fund	Account	Program	Approp	Approp Yr	Batch Agr	Currency Code	Debit	Credit	Balance
USD Beginning Balance:													
09/11/2012	0000000180	1	10111	0001	0423	B001							0.00
09/11/2012	0000000180	2	A0001	0001	AT2013	C25					5,000.00	0.00	
09/11/2012	0000000180	2	A0001	0001	AT2013	C25					0.00	5,000.00	
09/18/2012	0000000187	1	A0002	0001	0101	B002					5,000.00	0.00	
09/18/2012	0000000187	2	A0002	0001	2001	B002					0.00	5,000.00	
09/18/2012	0000000188	1	A0002	0001	0101	B002					5,000.00	0.00	
09/18/2012	0000000188	2	A0004	0006	2001	B004					0.00	5,000.00	
09/18/2012	0000000188	3	A0004	0001	2802						0.00	5,000.00	
09/18/2012	0000000188	4		0005	2602						5,000.00	0.00	
09/18/2012	0000000192	1	A0006	2037	0401	B006					1,500.72	0.00	
09/18/2012	0000000192	2	A0006	2037	2001	B006					0.00	1,500.72	
09/24/2012	0000000203	1	A0145	0006	0701	A016					5,000.00	0.00	
09/24/2012	0000000203	2	D0006	0001	0101	B006					4,000.00	0.00	
09/24/2012	0000000203	3	A0046	0006	0872	G08A					7,000.00	0.00	
09/24/2012	0000000203	4	A0046	0006	0872	G08A					8,000.00	0.00	
09/24/2012	0000000203	5	A0006	0001	2001	G08A					0.00	26,000.00	
09/24/2012	0000000203	6	A0006	0001	2602						20,000.00	0.00	
09/24/2012	0000000203	7		0005	2802						0.00	20,000.00	
09/24/2012	0000000206	1	D0006	0001	2201	B006					6,000.00	0.00	

Step	Action
26.	<p>The General Ledger Activity report displays. Review the information.</p> <p>Print the report using the internet browser settings, if desired.</p>
27.	<p>You have successfully completed the <i>Running the Ledger Activity with Attributes Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Run the Ledger Activity with Attributes report <p>End of Procedure.</p>

6.5 Running the Journal Entry Detail Report

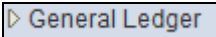


The **Journal Entry Detail** report displays all journal entries that were entered in the system for the Judiciary business unit (MDJUD) and ledger within a specified date range.

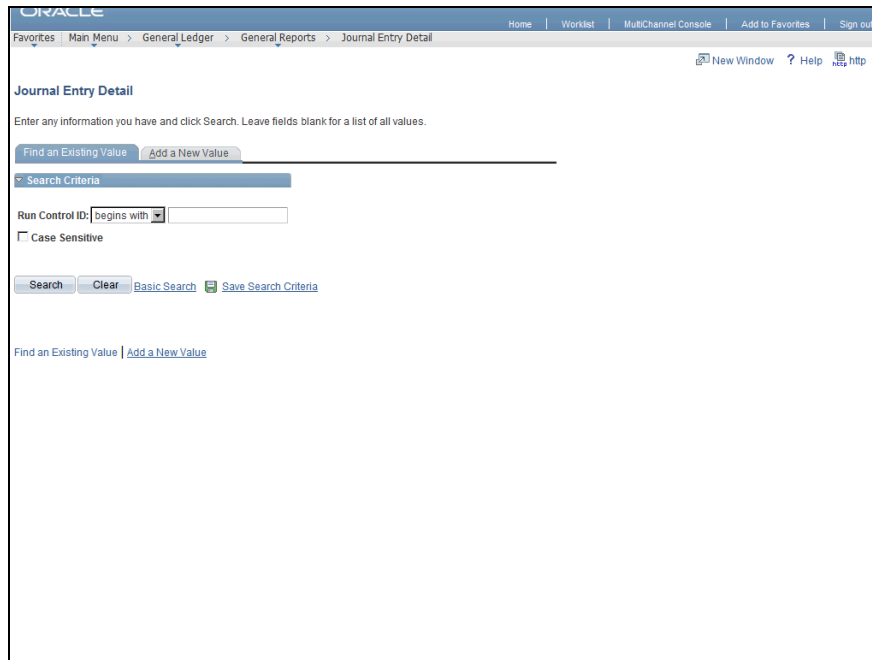
After completing topic, you will be able to:

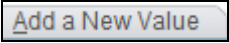
- Create a new run control for the **Journal Entry Detail** report
- Enter process request parameters
- Generate the **Journal Entry Detail** report

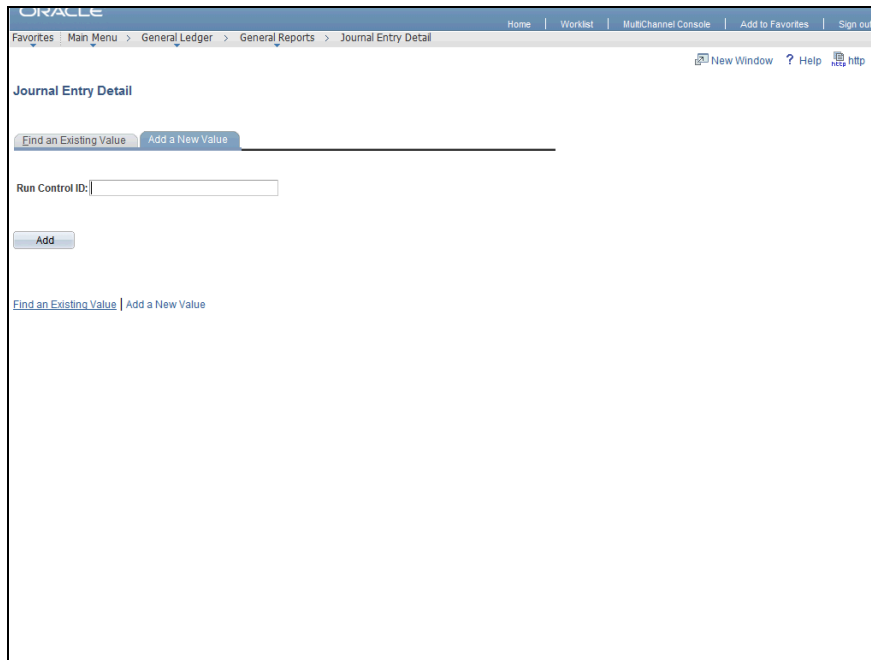
Procedure

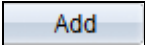
In this topic, you will run the **Journal Entry Detail** report.

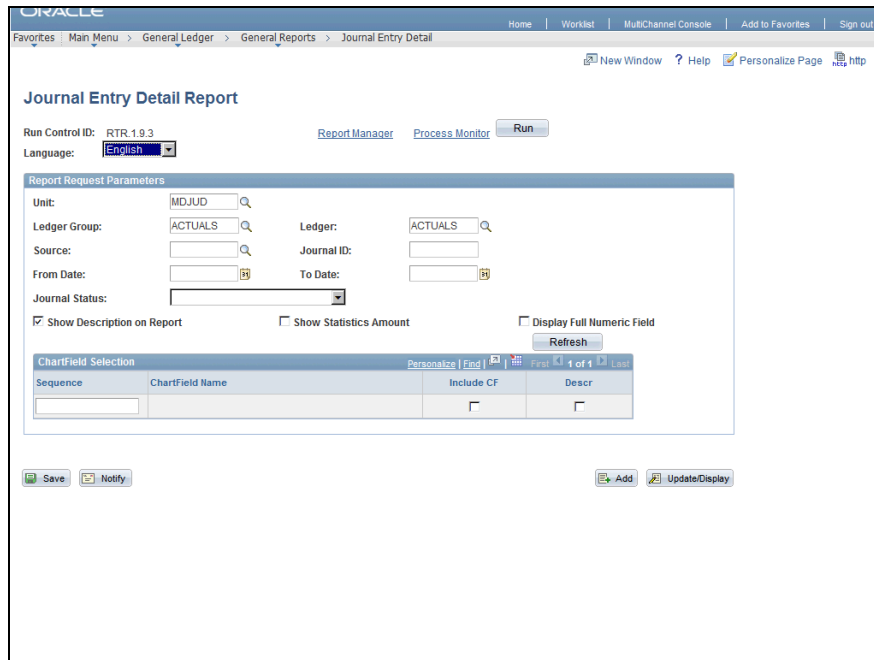
Step	Action
1.	Begin by navigating to the Journal Entry Detail page. Click the General Ledger link. 
2.	Click the General Reports link. 
3.	Click the Journal Entry Detail link. 



Step	Action
4.	<p>The Journal Entry Detail search page displays.</p> <p>NOTE: If you have previously created a run control ID for this process, you can search for it on the Find and Existing Value tab. When a run control does not exist, create a new one on the Add a New Value tab.</p> <p>For this topic, click the Add a New Value tab to create a new run control.</p> <p></p>



Step	Action
5.	<p>The Add a New value page displays.</p> <p>Enter the desired information into the Run Control ID field. Enter a valid value e.g. "JRNL_ENTRY".</p>
6.	<p>Click the Add button.</p> 



Oracle
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > General Reports > Journal Entry Detail

New Window ? Help Personalize Page http

Journal Entry Detail Report

Run Control ID: RTR 1.9.3 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Unit:

Ledger Group: Ledger:

Source: Journal ID:

From Date: To Date:

Journal Status:

☒ Show Description on Report ☐ Show Statistics Amount ☐ Display Full Numeric Field

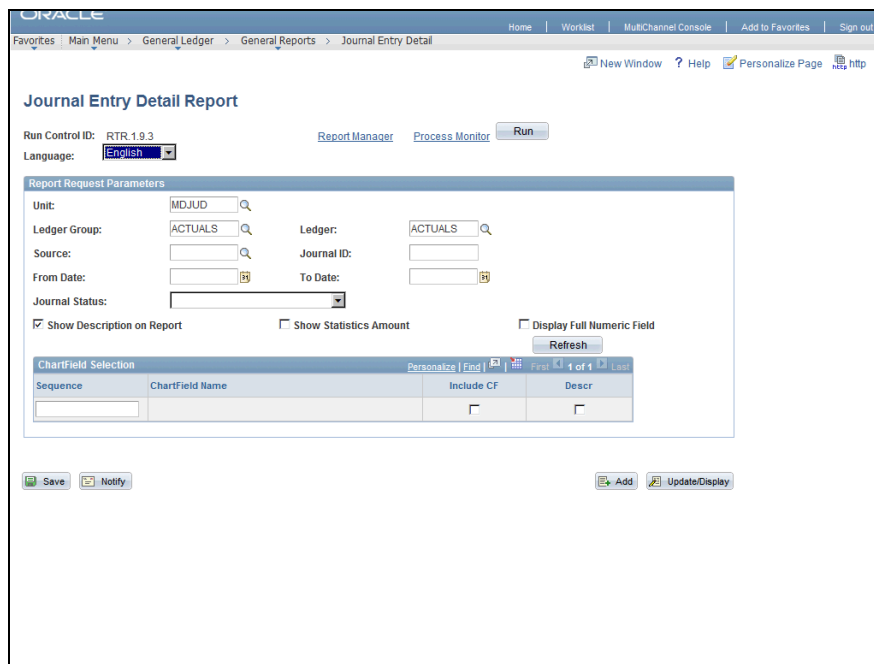
[Refresh](#)

ChartField Selection [Personalize](#) | [Find](#) | [Add](#) | [First](#) | [1 of 4](#) | [Last](#)

Sequence	ChartField Name	Include CF	Descr
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
7.	<p>The Journal Entry Detail Report page displays.</p> <p>The values for the Unit, Ledger Group and the Ledger should default to the "MDJUD" and "ACTUALS".</p>



Oracle
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > General Reports > Journal Entry Detail

New Window ? Help Personalize Page http

Journal Entry Detail Report

Run Control ID: RTR 1.9.3 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Unit:

Ledger Group: Ledger:

Source: Journal ID:

From Date: To Date:

Journal Status:


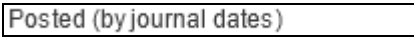
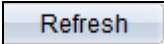
☒ Show Description on Report ☐ Show Statistics Amount ☐ Display Full Numeric Field

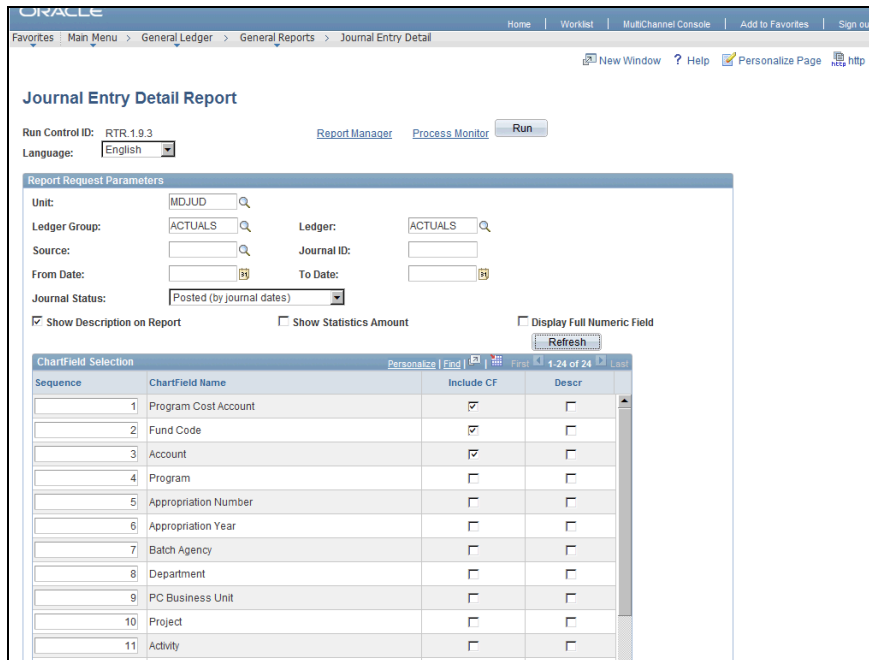
[Refresh](#)

ChartField Selection [Personalize](#) | [Find](#) | [Add](#) | [First](#) | [1 of 4](#) | [Last](#)

Sequence	ChartField Name	Include CF	Descr
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
8.	Click the Journal Status list. 
9.	Click the Posted (by journal dates) list item. 
10.	Click the Refresh button. 



Journal Entry Detail Report

Run Control ID: RTR 1.9.3 Report Manager Process Monitor Run

Language: English

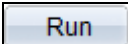
Report Request Parameters

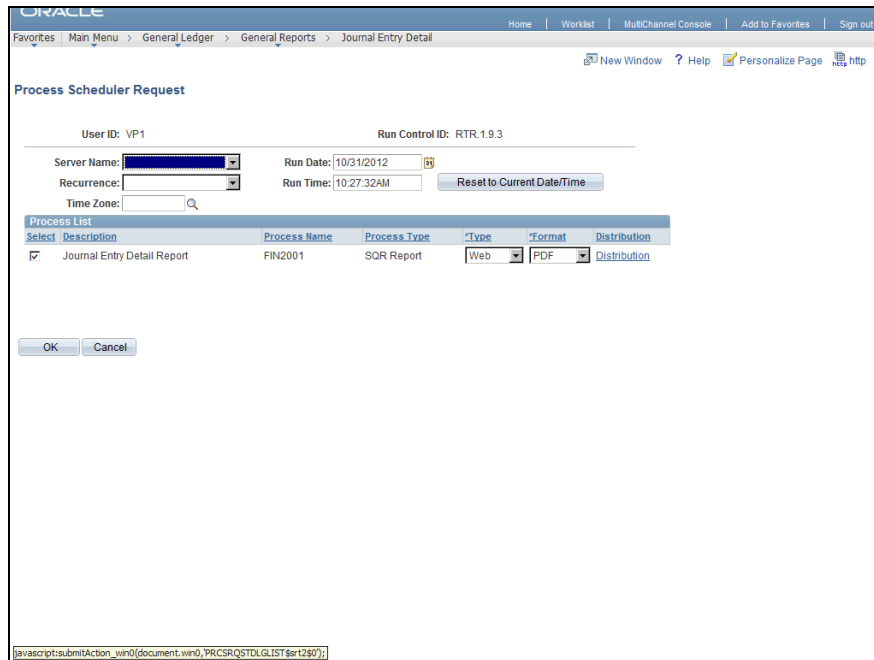
Unit: MDJUD Ledger Group: ACTUALS Ledger: ACTUALS

Source: Journal ID: From Date: To Date: Journal Status: Posted (by journal dates)

☒ Show Description on Report ☐ Show Statistics Amount ☐ Display Full Numeric Field Refresh

Sequence	Chartfield Name	Include CF	Descr
1	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Program	<input type="checkbox"/>	<input type="checkbox"/>
5	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>
6	Appropriation Year	<input type="checkbox"/>	<input type="checkbox"/>
7	Batch Agency	<input type="checkbox"/>	<input type="checkbox"/>
8	Department	<input type="checkbox"/>	<input type="checkbox"/>
9	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>
10	Project	<input type="checkbox"/>	<input type="checkbox"/>
11	Activity	<input type="checkbox"/>	<input type="checkbox"/>

Step	Action
11.	The Chartfield Selection section displays. Click the Include CF options for the following Chartfield values: 1. Program Cost Account 2. Fund Code 3. Account
12.	Click the Run button. 



Oracle
Favorites | Main Menu > General Ledger > General Reports > Journal Entry Detail
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window ? Help Personalize Page http

Process Scheduler Request

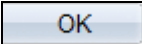
User ID: VP1 Run Control ID: RTR.1.9.3

Server Name: [dropdown] Run Date: 10/31/2012 [calendar icon]
Recurrence: [dropdown] Run Time: 10:27:32AM [Reset to Current Date/Time]
Time Zone: [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Journal Entry Detail Report	FIN2001	SQR Report	Web	PDF	Distribution

OK Cancel

[javascript:submitAction_win0(document.win0,PRCSRQSTDLOG,IST\$sr12\$97)]

Step	Action
13.	<p>The Process Scheduler Request page displays.</p> <p>Accept all values on this page.</p> <p>Click the OK button.</p> 

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Journal Entry Detail

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page Saved

Journal Entry Detail Report

Run Control ID: RTR.1.9.3 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 12634

Report Request Parameters

Unit: MDJUD
Ledger Group: ACTUALS Ledger: ACTUALS
Source: Journal ID:
From Date: To Date:
Journal Status: Posted (by journal dates)
☒ Show Description on Report ☐ Show Statistics Amount ☐ Display Full Numeric Field

[Refresh](#)

Chartfield Selection

Sequence	Chartfield Name	Include CF	Descr
1	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Category	<input type="checkbox"/>	<input type="checkbox"/>
	Subcategory	<input type="checkbox"/>	<input type="checkbox"/>
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>
	Batch Agency	<input type="checkbox"/>	<input type="checkbox"/>
	Department	<input type="checkbox"/>	<input type="checkbox"/>
	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>
	Program	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>

Step	Action
14.	The Journal Entry Detail Report run control page displays. Take note of the Process Instance number in the top right corner of the page.
15.	Click the Process Monitor link. Process Monitor

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Journal Entry Detail

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

[Process List](#) [Server List](#)

Actions

User ID: VP1 Type: Last 10 Minutes [Refresh](#)

Server: User ID: VP1 Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

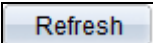
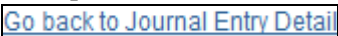
Process List

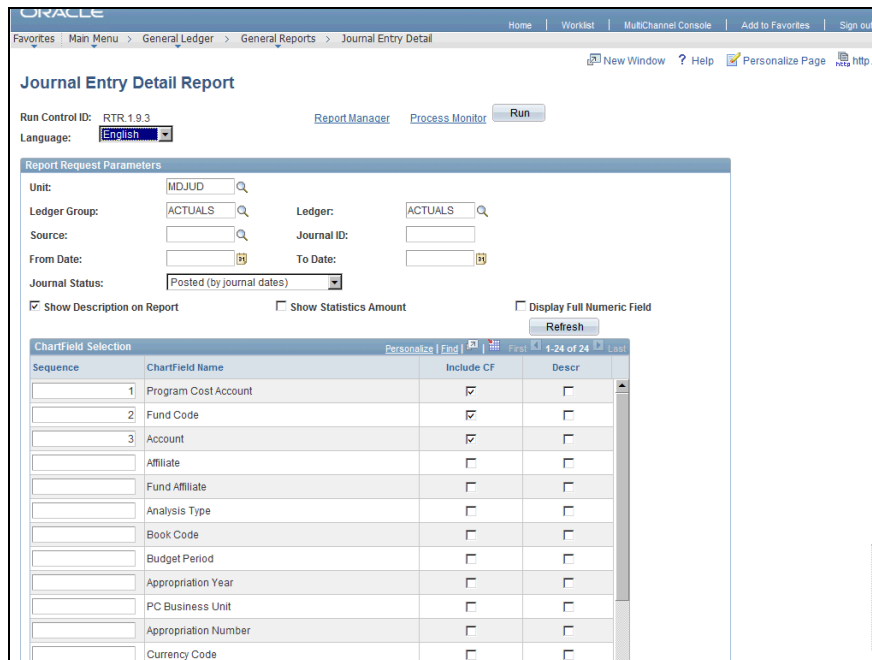
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	12634		SQR Report	FIN2001	VP1	10/31/2012 10:27:32AM PDT	Success	Posted	Details


[Go back to Journal Entry Detail](#)

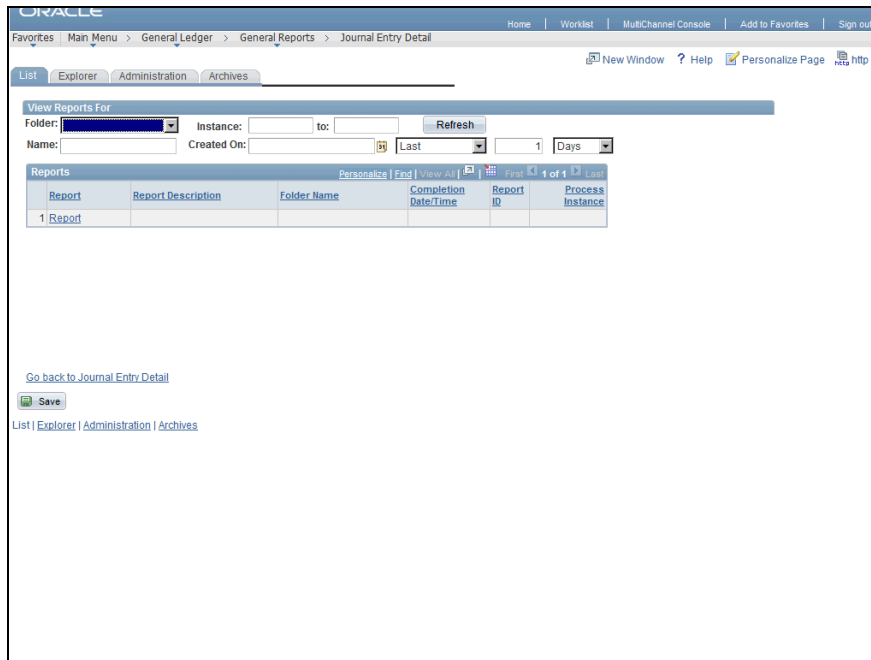
[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

Step	Action
16.	The Process Monitor - Process List page displays. The process you ran is listed by process instance number in the Process List section.
17.	Click the Refresh button periodically until the Run Status is "Success" and the Distribution Status is "Posted". 
18.	After process runs successfully, click the Go back to Journal Entry Detail link. 



Step	Action
19.	The Journal Entry Detail Report run control page displays. Click the Report Manager link to retrieve the report. 



Oracle
Favorites | Main Menu > General Ledger > General Reports > Journal Entry Detail

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

List | Explorer | Administration | Archives

View Reports For

Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh

Name: [text] Created On: [text] [dropdown] Last [dropdown] 1 Days

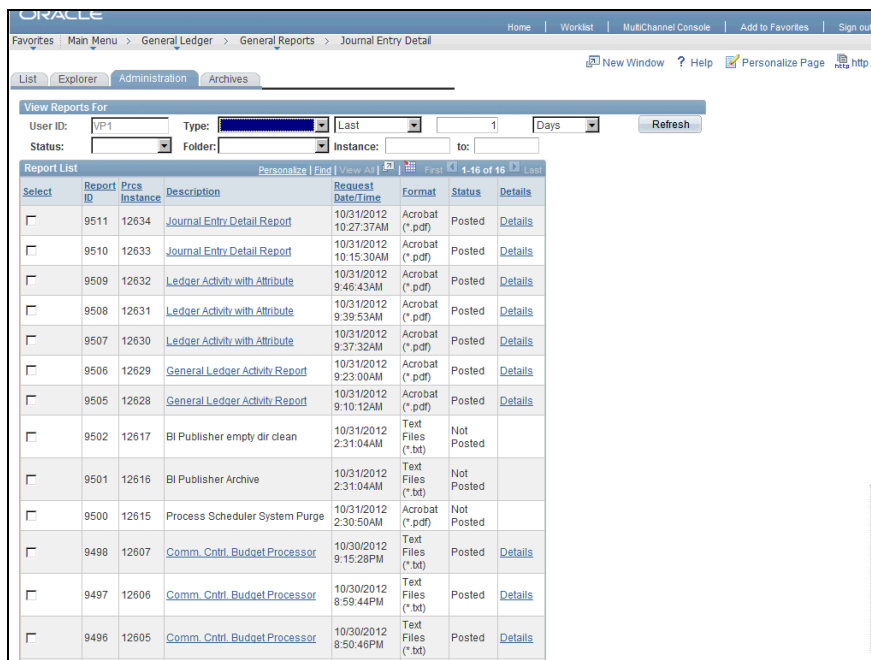
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Go back to Journal Entry Detail

Save

List | Explorer | Administration | Archives

Step	Action
20.	<p>The Report Manager - List page displays.</p> <p>Click the Administration tab.</p> <p>Administration</p>



Oracle
Favorites | Main Menu > General Ledger > General Reports > Journal Entry Detail

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

List | Explorer | Administration | Archives

View Reports For

User ID: [text] Type: [dropdown] Last [dropdown] 1 Days Refresh

Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9511	12634	Journal Entry Detail Report	10/31/2012 10:27:37AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9510	12633	Journal Entry Detail Report	10/31/2012 10:15:30AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9509	12632	Ledger Activity with Attribute	10/31/2012 9:46:43AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9508	12631	Ledger Activity with Attribute	10/31/2012 9:39:53AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9507	12630	Ledger Activity with Attribute	10/31/2012 9:37:32AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9506	12629	General Ledger Activity Report	10/31/2012 9:23:00AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9505	12628	General Ledger Activity Report	10/31/2012 9:10:12AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9502	12617	BI Publisher empty dir clean	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9501	12616	BI Publisher Archive	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9500	12615	Process Scheduler System Purge	10/31/2012 2:30:50AM	Acrobat (*.pdf)	Not Posted	
<input type="checkbox"/>	9498	12607	Comm. Cntrl. Budget Processor	10/30/2012 9:15:28PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9497	12606	Comm. Cntrl. Budget Processor	10/30/2012 8:59:44PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9496	12605	Comm. Cntrl. Budget Processor	10/30/2012 8:50:46PM	Text Files (*.txt)	Posted	Details

Step	Action
21.	<p>The Report Manager - Administration page displays.</p> <p>Click the Journal Entry Detail Report link to open the Journal Entry Detail Report.</p> <p>Journal Entry Detail Report</p>



Report ID: FIN2001
 Bus. Unit: M0100--Administrative Office of Court
 Ledger Grp: ACTUALS --Actuals Ledger Group
 Ledger: ACTUALS --Actuals Ledger
 For the period 01/01/1999 through 10/31/2012
 Source: A12 Journal ID: A12 Status: P (posted journals by journal date range)

Page No. 1
 Run Date 10/11/2012
 Run Time 10:27:44

Journal ID: 0000000180 Journal Date: 09/11/2012 Source: OML--Online
 Status: P--Posted Posted Date: 10/03/2012
 Description Budget test

Line	Item	Description	Refers to	Entry	Event	Cur	Debit	Credit
1	Committee Meetings							
10111	0001	0423				USD	5,000.00	0.00
2	Committee Meetings							
00001	0001	7540				USD	0.00	5,000.00
Total USD							5,000.00	5,000.00

Step	Action
22.	<p>The Journal Entry Detail Report displays in a new window.</p> <p>If desired, print the report using the internet browser options.</p>
23.	<p>You have successfully completed the <i>Running the Journal Entry Detail Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Enter process request parameters for the Journal Entry Detail report - Generate and view the Journal Entry Detail report <p>End of Procedure.</p>

6.6 Running the Ledger vs. Journal Integrity Report

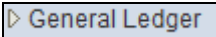

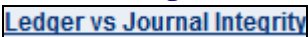
The **Ledger vs. Journal Integrity** report checks for any discrepancy between Ledger and Journal tables within a specified period range.

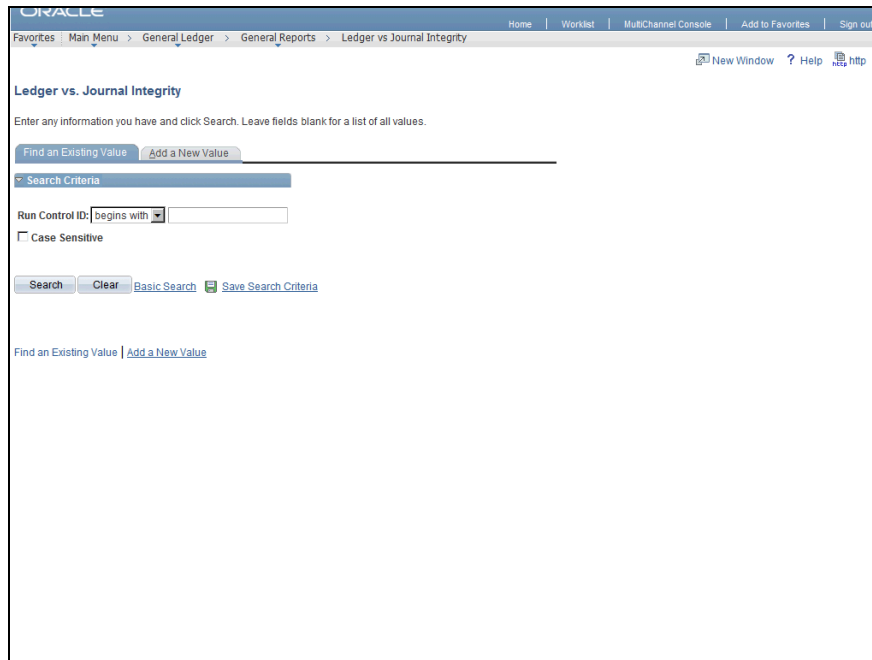
After completing this topic, you will be able to:

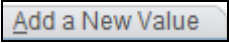
- Create a new run control for the **Ledger vs. Journal Integrity** report
- Enter process request parameters
- Generate the **Ledger vs. Journal Integrity** report

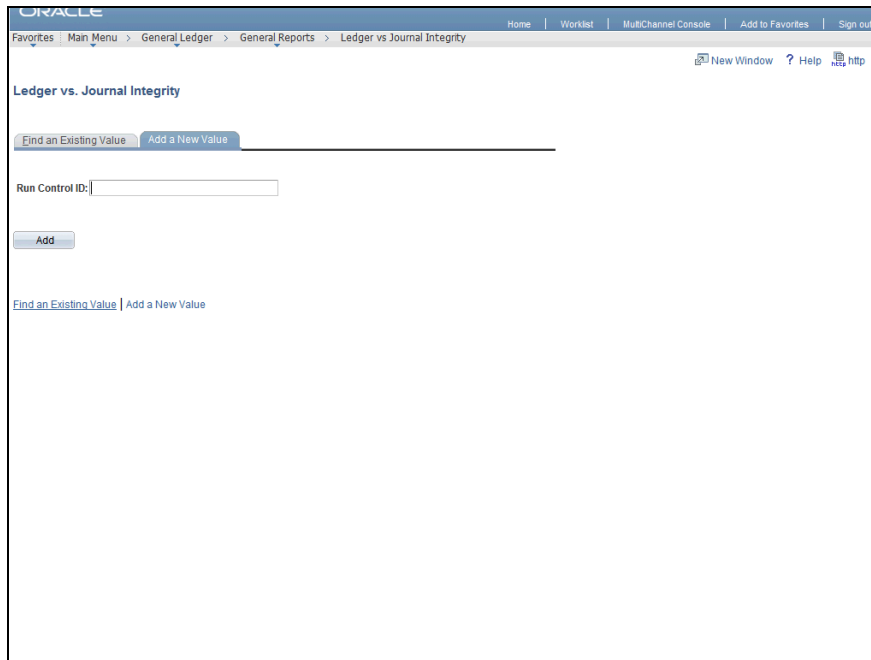
Procedure

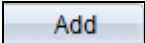
In this topic, you will run the **Ledger vs. Journal Integrity** report.

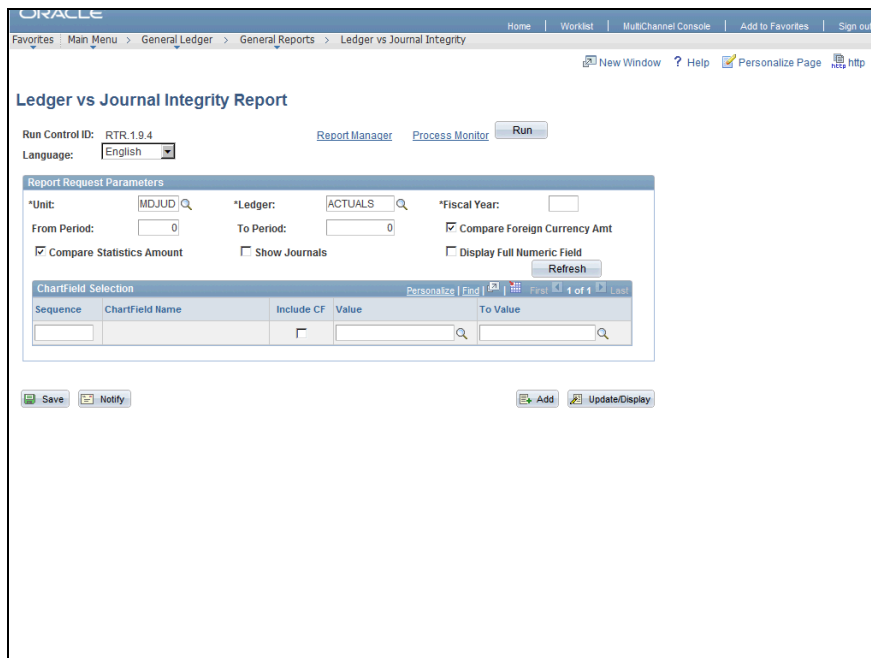
Step	Action
1.	Navigate to the Ledger vs. Journal Integrity Report page. Click the General Ledger link. 
2.	Click the General Reports link. 
3.	Click the Ledger vs. Journal Integrity link. 



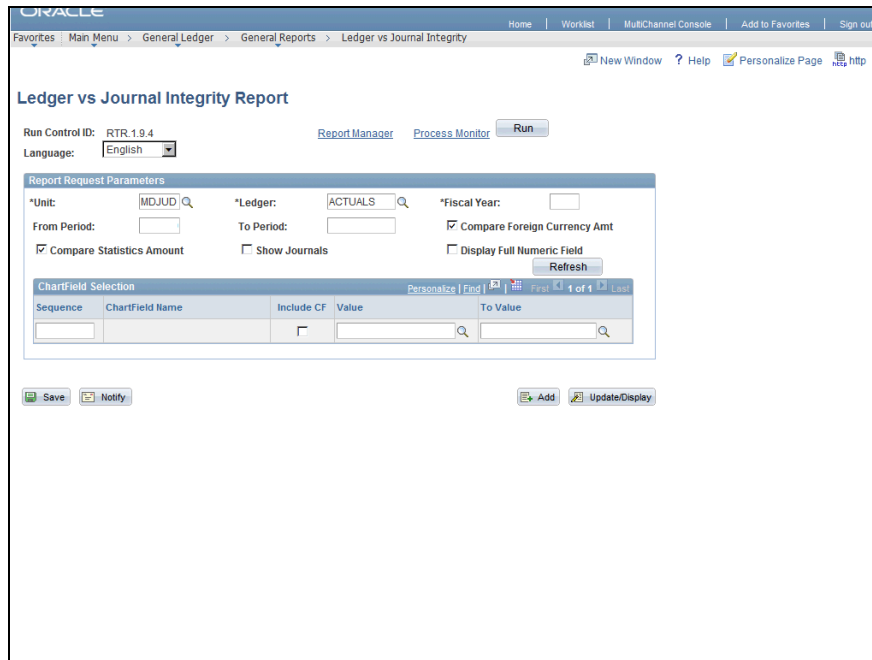
Step	Action
4.	<p>The Ledger vs. Journal Integrity search page displays.</p> <p>NOTE: If you have previously created a run control ID for this process, you can search for it on the Find and Existing Value tab. When a run control does not exist, create a new one on the Add a New Value tab.</p> <p>For this topic, click the Add a New Value tab to create a new run control.</p> <p></p>



Step	Action
5.	Enter the desired information into the Run Control ID field. For example, enter "JRNLLLEDGINT" .
6.	Click the Add button. 



Step	Action
7.	<p>The Ledger vs. Journal Integrity Report run control page displays.</p> <p>The values for the Unit and the Ledger fields should default to "MDJUD" and "ACTUALS".</p>



Step	Action
8.	Enter the desired information into the Fiscal Year field. For example, enter "2013".
9.	Enter the desired information into the From Period field. For example, enter "1".
10.	Enter the desired information into the To Period field. For example, enter "12".
11.	<p>Click the Show Journals option.</p> <p><input type="checkbox"/> Show Journals</p>
12.	<p>Click the Compare Statistics Amount option.</p> <p><input type="checkbox"/> Compare Statistics Amount</p>
13.	<p>Click the Refresh button.</p> <p>Refresh</p>

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Ledger vs Journal Integrity

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Ledger vs Journal Integrity Report

Run Control ID: RTR 1.9.4 Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

*Unit: MDJUD *Ledger: ACTUALS *Fiscal Year: 2013

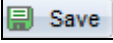
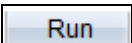
From Period: 1 To Period: 12 ☐ Compare Foreign Currency Amt

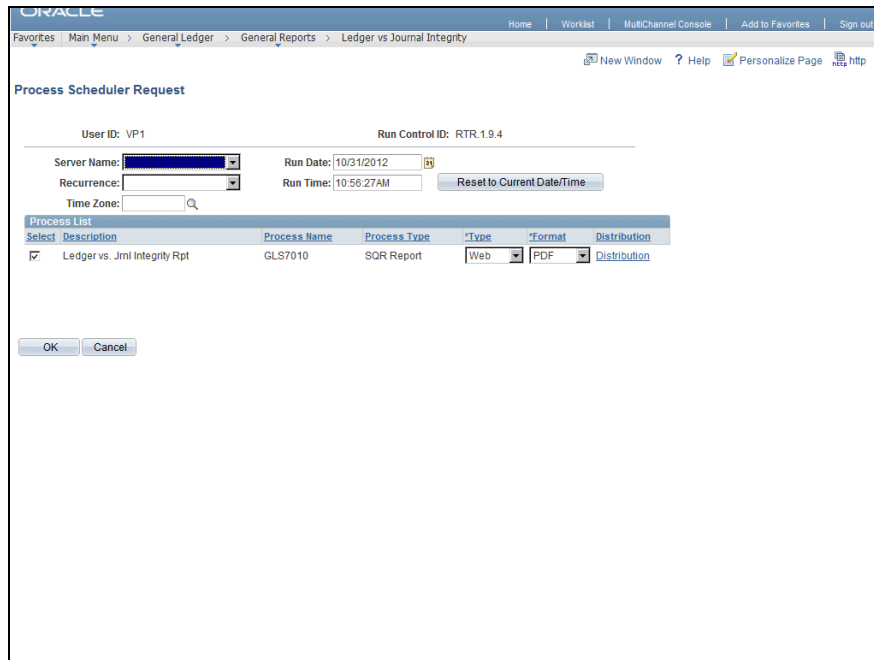
☐ Compare Statistics Amount ☒ Show Journals ☐ Display Full Numeric Field

Refresh

Chartfield Selection Personalize | Find | First 1-16 of 16 Last

Sequence	ChartField Name	Include CF	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>		
4	Program	<input checked="" type="checkbox"/>		
5	Appropriation Number	<input type="checkbox"/>		
6	Appropriation Year	<input type="checkbox"/>		
7	Batch Agency	<input type="checkbox"/>		
8	Department	<input type="checkbox"/>		
9	Project	<input type="checkbox"/>		
10	Affiliate	<input type="checkbox"/>		
11	Fund Affiliate	<input type="checkbox"/>		
12	Operating Unit Affiliate	<input type="checkbox"/>		
13	Book Code	<input type="checkbox"/>		
14	Currency Code	<input type="checkbox"/>		

Step	Action
14.	<p>The Chartfield Selection section displays.</p> <p>Click the Include CF options for the following Chartfield values:</p> <ol style="list-style-type: none"> Program Cost Account Fund Code Account Program
15.	<p>Click the Save button.</p> 
16.	<p>Click the Run button.</p> 



Oracle
 Favorites | Main Menu > General Ledger > General Reports > Ledger vs Journal Integrity
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

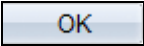
Process Scheduler Request

User ID: VP1 Run Control ID: RTR.1.9.4

Server Name: [dropdown] Run Date: 10/31/2012 [calendar icon]
 Recurrence: [dropdown] Run Time: 10:56:27AM [Reset to Current Date/Time]
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Ledger vs. Jmi Integrity Rpt	GLS7010	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
17.	<p>The Process Scheduler Request page displays.</p> <p>Accept all values on this page.</p> <p>Click the OK button.</p> 
18.	<p>The Ledger vs. Journal Integrity Report run control page.</p> <p>Take note of the process instance number in the top right corner of the page.</p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > General Reports > Ledger vs Journal Integrity

New Window ? Help Personalize Page http

Ledger vs Journal Integrity Report

Run Control ID: RTR 1.9.4 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 12638

Report Request Parameters

*Unit: MDJUD *Ledger: ACTUALS *Fiscal Year: 2013

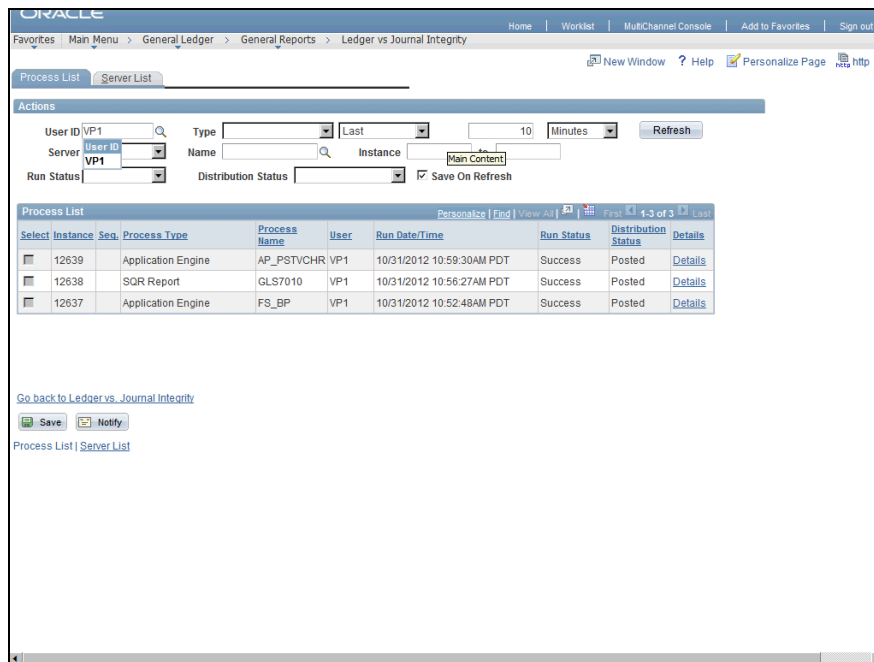
From Period: 1 To Period: 12 ☐ Compare Foreign Currency Amt

☐ Compare Statistics Amount ☒ Show Journals ☐ Display Full Numeric Field [Refresh](#)

Chartfield Selection [Personalize](#) | [Find](#) | [First](#) | [1-16 of 16](#) | [Last](#)

Sequence	ChartField Name	Include CF	Value	To Value
2	Fund Code	<input checked="" type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>		
4	Program	<input checked="" type="checkbox"/>		
	Project	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>		
	Operating Unit Affiliate	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>		
	Currency Code	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>		
	Appropriation Year	<input type="checkbox"/>		
	Batch Agency	<input type="checkbox"/>		

Step	Action
19.	Click the Process Monitor link. Process Monitor
20.	The Process Monitor - Process List page displays. The process you ran is listed by process instance e number in the Process List section.



Oracle EBS Interface: Ledger vs Journal Integrity

Process List | Server List

Actions:

User ID: Type: 10 Minutes

Server: Name: Instance:

Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12639		Application Engine	AP_PSTVCHR	VP1	10/31/2012 10:59:30AM PDT	Success	Posted	Details
<input type="checkbox"/>	12638		SQR Report	GLS7010	VP1	10/31/2012 10:56:27AM PDT	Success	Posted	Details
<input type="checkbox"/>	12637		Application Engine	FS_BP	VP1	10/31/2012 10:52:48AM PDT	Success	Posted	Details

[Go back to Ledger vs. Journal Integrity](#)

Process List | [Server List](#)

Step	Action
21.	Click the Refresh button periodically until the Run Status is "Success" and the Distribution Status is "Posted" for the process you have just run. <div>Refresh</div>
22.	After the process runs successfully, click the Go back to Ledger vs. Journal Integrity link. <div>Go back to Ledger vs. Journal Integrity</div>

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Ledger vs Journal Integrity

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Ledger vs Journal Integrity Report

Run Control ID: RTR 1.9.4 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: [English](#)

Report Request Parameters

*Unit: MDJUD *Ledger: ACTUALS *Fiscal Year: 2013

From Period: 1 To Period: 12 ☐ Compare Foreign Currency Amt

☐ Compare Statistics Amount ☒ Show Journals ☐ Display Full Numeric Field [Refresh](#)

Chartfield Selection [Personalize](#) | [End](#) | [View All](#) | [First](#) | [1-16 of 16](#) | [Last](#)

Sequence	ChartField Name	Include CF	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>		
4	Program	<input checked="" type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>		
	Operating Unit Affiliate	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>		
	Currency Code	<input type="checkbox"/>		
	Department	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>		
	Batch Agency	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>		
	Appropriation Year	<input type="checkbox"/>		
	Project	<input type="checkbox"/>		

Step	Action
23.	<p>The Ledger vs. Journal Integrity Report run control page displays.</p> <p>Click the Report Manager link to retrieve the report.</p> <p>Report Manager</p>

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Ledger vs Journal Integrity

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

List | Explorer | Administration | Archives

View Reports For

Folder: [Folder](#) Instance: [Instance](#) to: [to](#) [Refresh](#)

Name: [Name](#) Created On: [Created On](#) [Last](#) [1](#) Days [Days](#)

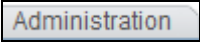
Reports [Personalize](#) | [End](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

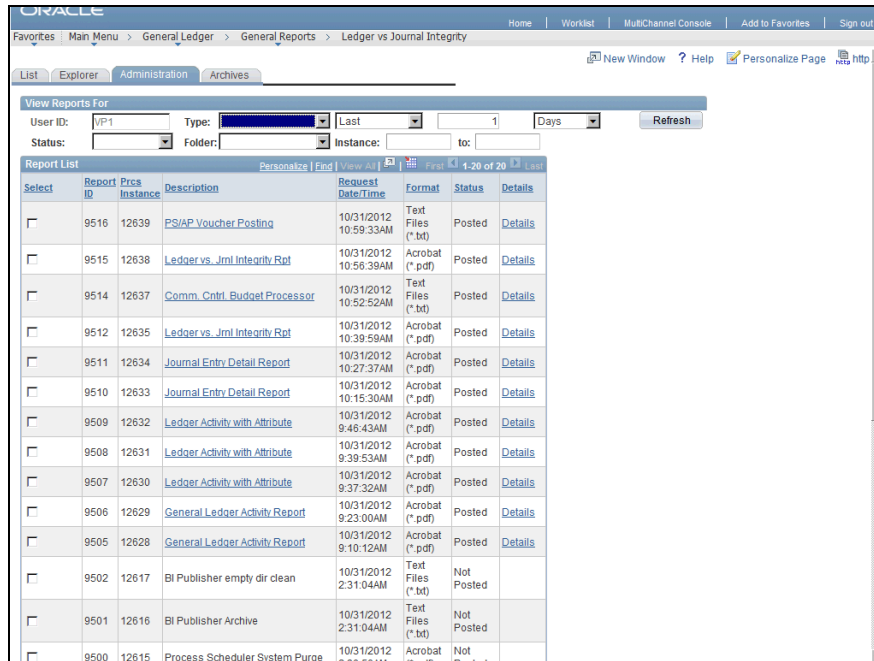
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

[Go back to Ledger vs. Journal Integrity](#)

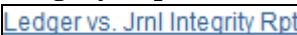
[Save](#)

List | Explorer | Administration | Archives

Step	Action
24.	<p>The Report Manager - List page displays.</p> <p>Click the Administration tab.</p> 



Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9516	12639	PS/AP Voucher Posting	10/31/2012 10:59:33AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9515	12638	Ledger vs. Jrnl Integrity Rpt	10/31/2012 10:56:39AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9514	12637	Comm. Cntrl. Budget Processor	10/31/2012 10:52:52AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9512	12635	Ledger vs. Jrnl Integrity Rpt	10/31/2012 10:39:59AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9511	12634	Journal Entry Detail Report	10/31/2012 10:27:37AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9510	12633	Journal Entry Detail Report	10/31/2012 10:15:30AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9509	12632	Ledger Activity with Attribute	10/31/2012 9:46:43AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9508	12631	Ledger Activity with Attribute	10/31/2012 9:39:53AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9507	12630	Ledger Activity with Attribute	10/31/2012 9:37:32AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9506	12629	General Ledger Activity Report	10/31/2012 9:23:00AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9505	12628	General Ledger Activity Report	10/31/2012 9:10:12AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9502	12617	BI Publisher empty dir clean	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9501	12616	BI Publisher Archive	10/31/2012 2:31:04AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9500	12615	Process Scheduler System Purge	10/31/2012 2:28:55AM	Acrobat (*.pdf)	Not Posted	

Step	Action
25.	<p>The Report Manager - Administration page displays.</p> <p>Click the Ledger vs. Jrnl Integrity Rpt link to open the Ledger vs. Journal Integrity Report.</p> 

Report ID: GLE7010				PeopleSoft GL		Page No. 1	
Bus. Unit: MOJUD--Administrative Office of Court				LEDGER VS. JOURNAL INTEGRITY REPORT		Run Date 10/31/2012	
Ledger: ACTUALS -- Actuals Ledger						Run Time 10:56:48	
Fiscal Year: 2013							
Period	PCA	Pund	Account	Program	Journal Amount	Ledger Amount	Difference
No discrepancy found for Periods 1 thru 12							
End of Report							

Step	Action
26.	<p>The Ledger vs. Journal Integrity Report displays in a new window.</p> <p>Print the report using the internet browser options, if desired.</p>
27.	<p>You have successfully completed the <i>Running the Ledger vs. Journal Integrity Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Run the Ledger vs. Journal Integrity report <p>End of Procedure.</p>

6.7 Running the Trial Balance Report

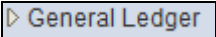


The **Trial Balance** report displays the ending ledger balances for the specified year and period by Chartfield combination. Also displays subtotals by Chartfield. Prints a final total for debits and credits.

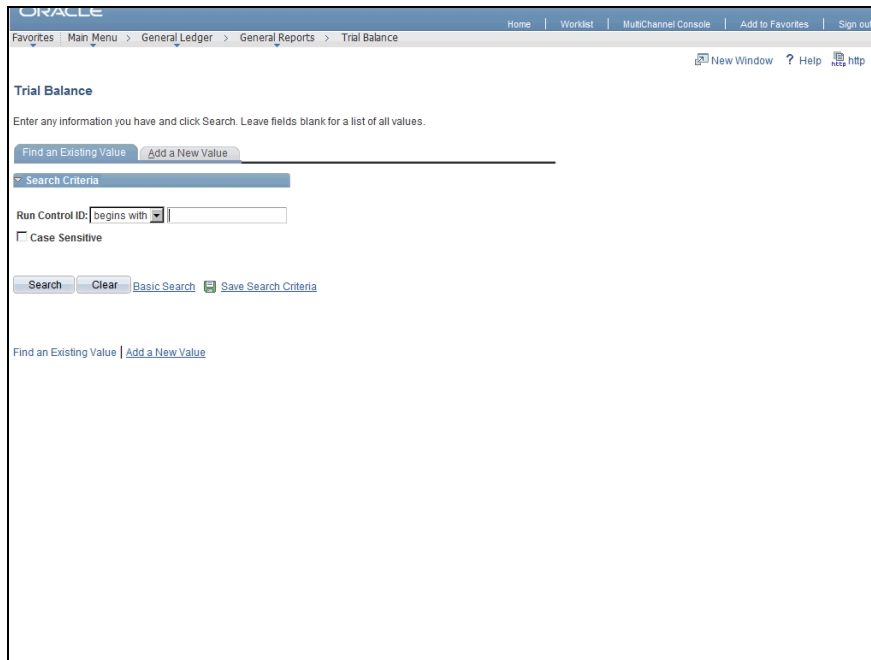
After completing this topic, you will be able to:

- Create a new run control for the **Trial Balance** report
- Enter process request parameters
- Generate the **Trial Balance** report

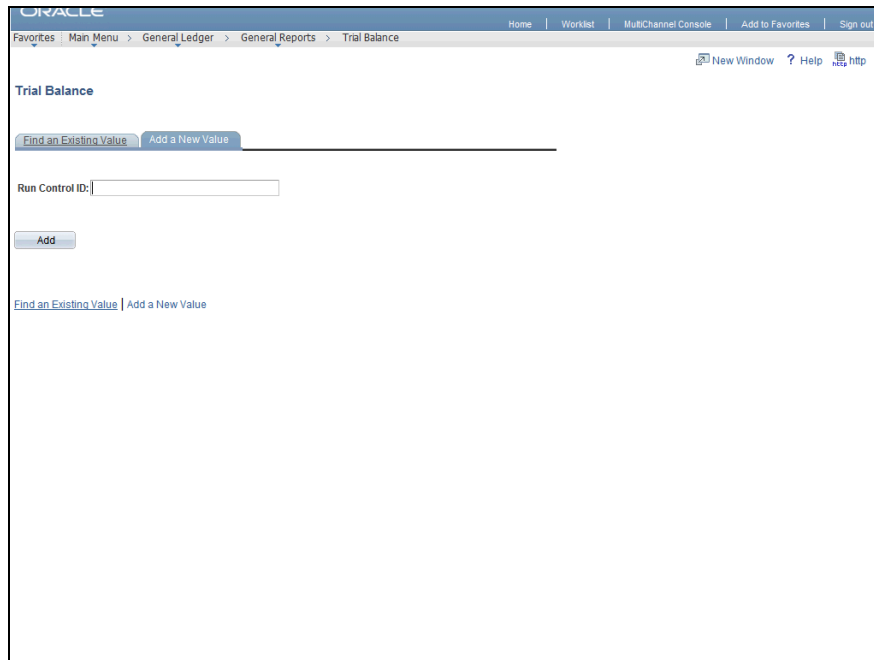
Procedure

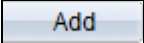
In this topic, you will run the **Trial Balance** report.

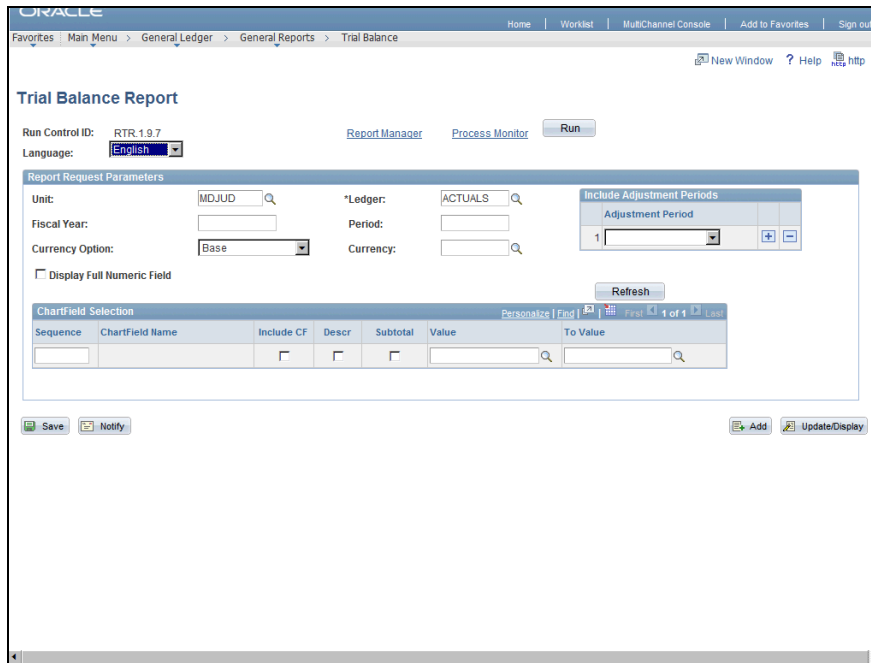
Step	Action
1.	Navigate to the Trial Balance page. Click the General Ledger link. 
2.	Click the General Reports link. 
3.	Click the Trial Balance link. 



Step	Action
4.	<p>The Trial Balance search page displays.</p> <p>NOTE: If you have previously created a run control ID for this process, you can search for it on the Find and Existing Value tab. When a run control does not exist, create a new one on the Add a New Value tab.</p> <p>For this topic, click the Add a New Value tab to create a new run control.</p> <p>Add a New Value</p>



Step	Action
5.	<p>The Add a new Value page displays.</p> <p>Enter the desired information into the Run Control ID field. Enter a valid value e.g. "TRIALBAL".</p>
6.	<p>Click the Add button.</p> 



Oracle
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > General Reports > Trial Balance

Trial Balance Report

Run Control ID: RTR19.7 Report Manager Process Monitor Run

Language: English

Report Request Parameters







Unit: MDJUD *Ledger: ACTUALS Include Adjustment Periods
 Fiscal Year: Period: Adjustment Period: 1
 Currency Option: Base Currency: + -

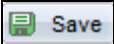
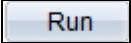
☐ Display Full Numeric Field Refresh

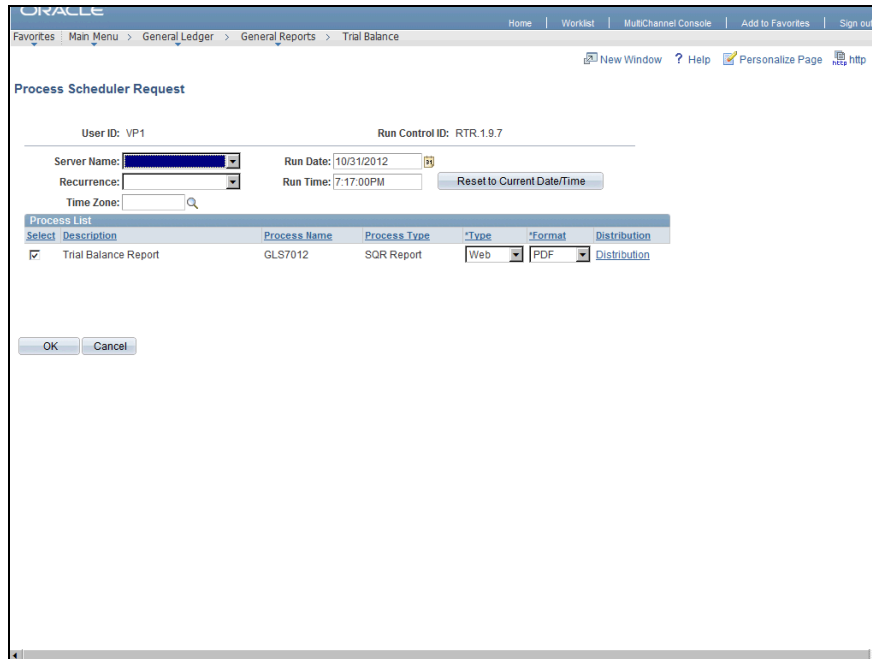
ChartField Selection Personalize | Find | 1 of 1 | Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
		<input type="checkbox"/>		<input type="checkbox"/>		

Save Notify Add UpdateDisplay

Step	Action
7.	The Trial Balance Report run control page displays. Verify that the Unit defaults to "MDJUD" and the Ledger field defaults to "ACTUALS".
8.	Enter the desired information into the Fiscal Year field. For example, enter " 2013 ".
9.	Enter the desired information into the Period field. For example, enter " 4 ".
10.	Click the Refresh button. 
11.	Click the Include CF option for the Program 
12.	Click the Include CF option for the Fund Code Chartfield. 
13.	Click the Include CF option for the Account Chartfield. 
14.	Click the Include CF option for the Appropriation Year Chartfield. 
15.	You can sub-total the report by one of the Chartfields selected. Click the Subtotal option for the appropriate Chartfield. 

Step	Action
16.	Click the Save button. 
17.	Click the Run button. 



Oracle
 Favorites | Main Menu > General Ledger > General Reports > Trial Balance
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

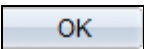
Process Scheduler Request

User ID: VP1 Run Control ID: RTR1.9.7

Server Name: [dropdown] Run Date: 10/31/2012 [calendar icon]
 Recurrence: [dropdown] Run Time: 7:17:00PM [Reset to Current Date/Time]
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
18.	The Process Scheduler Request page displays. Accept all values on the page. Click the OK button. 
19.	The Trial Balance Report run control page displays. Take note of the Process Instance number in the top right corner of the page.

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Trial Balance

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Trial Balance Report

Run Control ID: RTR 1.9.7 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 12732

Report Request Parameters

Unit: MDJUD *Ledger: ACTUALS Include Adjustment Periods
Fiscal Year: 2013 Period: 4 Adjustment Period
Currency Option: Base Currency: Refresh

☐ Display Full Numeric Field

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Appropriation Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Step	Action
20.	Click the Process Monitor link. Process Monitor

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Trial Balance

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

[Process List](#) [Server List](#)

Actions

User ID: VP1 Type: Last: 10 Minutes Refresh

Server: User ID VP1 Name: Instance: to: Run Status: Distribution Status: ☒ Save On Refresh

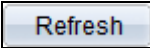
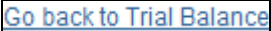

Process List

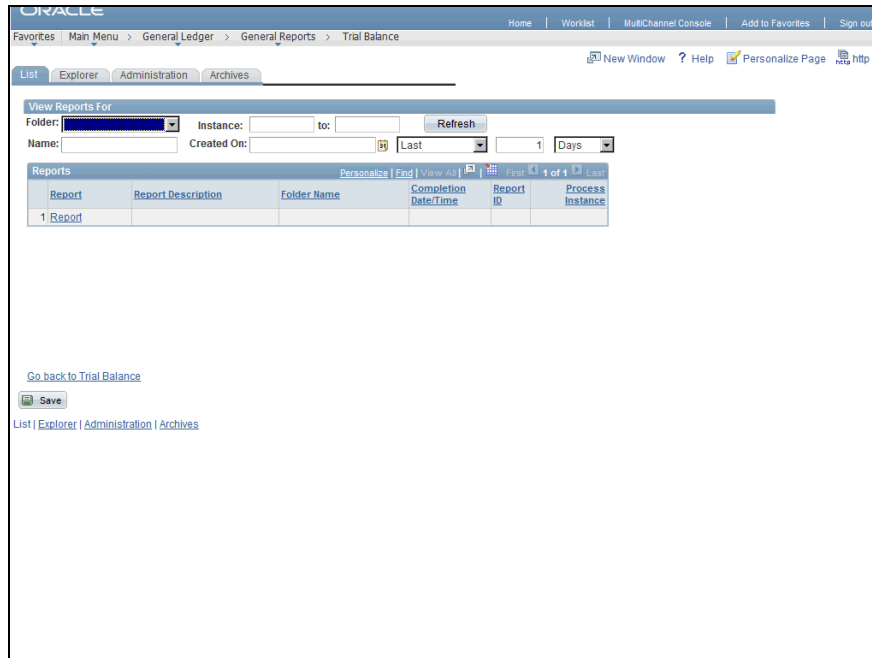
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	12731		SQR Report	GLS7012	VP1	10/31/2012 7:11:33PM PDT	Success	Posted	Details

[Go back to Trial Balance](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

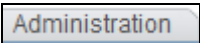
Step	Action
21.	The Process Monitor - Process List page displays. The process you ran is listed by process instance number in the Process List section.
22.	Click the Refresh button periodically until the Run Status is "Success" and the Distribution Status is "Posted" for the process you have just run. 
23.	After the process has run successfully, click the Go back to Trial Balance link. 
24.	The Trial Balance Report run control page displays. Click the Report Manager link to retrieve the report. 



Oracle
 Favorites | Main Menu > General Ledger > General Reports > Trial Balance
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 List | Explorer | Administration | Archives
 View Reports For
 Folder: [dropdown] Instance: [] to: [] Refresh
 Name: [] Created On: [] [Last] 1 Days
 Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

 Go back to Trial Balance
 Save
 List | Explorer | Administration | Archives

Step	Action
25.	The Report Manager - List page displays. Click the Administration tab. 

Training Guide

ORACLE
Favorites Main Menu > General Ledger > General Reports > Trial Balance

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

List Explorer Administration Archives

View Reports For
User ID: VP1 Type: Last 1 Days Refresh
Status: Folder: Instance: to:

Report List	Personalize	Find	View All	First	4-50 of 78	Last
<input type="checkbox"/> 9589 12731 Trial Balance Report			10/31/2012 7:11:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/> 9588 12730 General Ledger Summary			10/31/2012 6:51:50PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/> 9587 12729 Email			10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/> 9586 12728 Vendor Contract Dispatch/Print			10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/> 9585 12727 Email			10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/> 9584 12726 Vendor Contract Dispatch/Print			10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/> 9583 12724 General Ledger Summary			10/31/2012 6:47:05PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/> 9581 12722 Document Tolerance Checking			10/31/2012 6:34:25PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/> 9580 12721 InterUnit Activity Report			10/31/2012 6:33:25PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/> 9579 12720 Comm. Cntrl. Budget Processor			10/31/2012 6:30:44PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/> 9578 12719 Comm. Cntrl. Budget Processor			10/31/2012 6:27:12PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/> 9576 12717 Comm. Cntrl. Budget Processor			10/31/2012 6:24:52PM	Text Files (*.txt)	Posted	Details

Step	Action
26.	<p>The Report Manager - Administration page displays.</p> <p>Click the Trial Balance Report link to open the Trial Balance Report.</p> <p>Trial Balance Report</p>

Report ID: GL67012
Run Unit: NJJUD-Administrative Office of Court
Ledger: ACTUALS -- Actuals Ledger
As of Year 2013 and Period 4
Base Currency: USD

PeopleSoft GL
TRIAL BALANCE

Page No. 1
Run Date 10/31/2012
Run Time 19:17:34

PCA	Period	Account	Balance Tr	Cur	Transaction Debit	Transaction Credit
0001	2001	AY2013		USD	0.00	24,000.00
	2402			USD	20,000.00	0.00
	2753			USD	0.00	1,500.00
	2802			USD	0.00	5,000.00
0005	2402			USD	5,000.00	0.00
	2802			USD	0.00	20,000.00
Total for PCA 0001					25,000.00	57,500.00
00001	0001	7540	AY2012	USD	100.00	0.00
				USD	0.00	5,000.00
Total for PCA 00001					100.00	5,000.00
00002	0001	0101	AY2013	USD	10,000.00	0.00
	2001		AY2012	USD	0.00	5,000.00
Total for PCA 00002					10,000.00	5,000.00
00004	0001	7503	AY2012	USD	0.00	100.00
00004	0005	2001	AY2013	USD	0.00	5,000.00
00306	3037	0401	AY2012	USD	1,500.72	0.00
	2001		AY2012	USD	0.00	1,500.72
Total for PCA 00306					1,500.72	1,500.72
10111	0001	0423	AY2013	USD	5,000.00	0.00
60001	0001	0891	AY2013	USD	1,500.00	0.00
A0165	0005	0701	AY2013	USD	5,000.00	0.00
D0006	0001	0101	AY2012	USD	4,000.00	0.00
	2201		AY2013	USD	7,000.00	0.00
	9546		AY2013	USD	0.00	7,000.00
Total for PCA D0006					13,000.00	7,000.00
00845	0005	0872	AY2013	USD	15,000.00	0.00
	2201		AY2013	USD	7,000.00	0.00
	9546		AY2013	USD	0.00	7,000.00
Total for PCA 00845					22,000.00	7,000.00

Step	Action
27.	<p>The Trial Balance Report displays in a new window.</p> <p>Print the report using the internet browser options, if desired.</p>
28.	<p>You have successfully completed the <i>Running the Trial Balance Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Run the Trial Balance report <p>End of Procedure.</p>

6.8 Running the Standard Journals Report

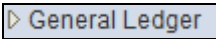
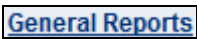

The **Standard Journals** report lists standard journal entries and their status.

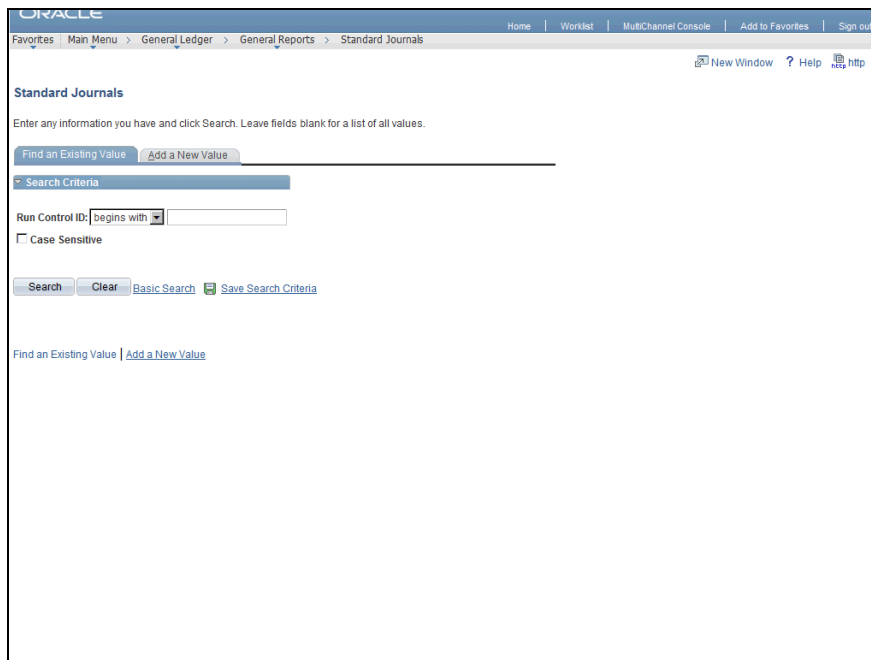
After completing this topic, you will be able to:

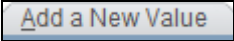
- Create a new run control for the **Standard Journals** report
- Enter process request parameters
- Generate the **Standard Journals** report

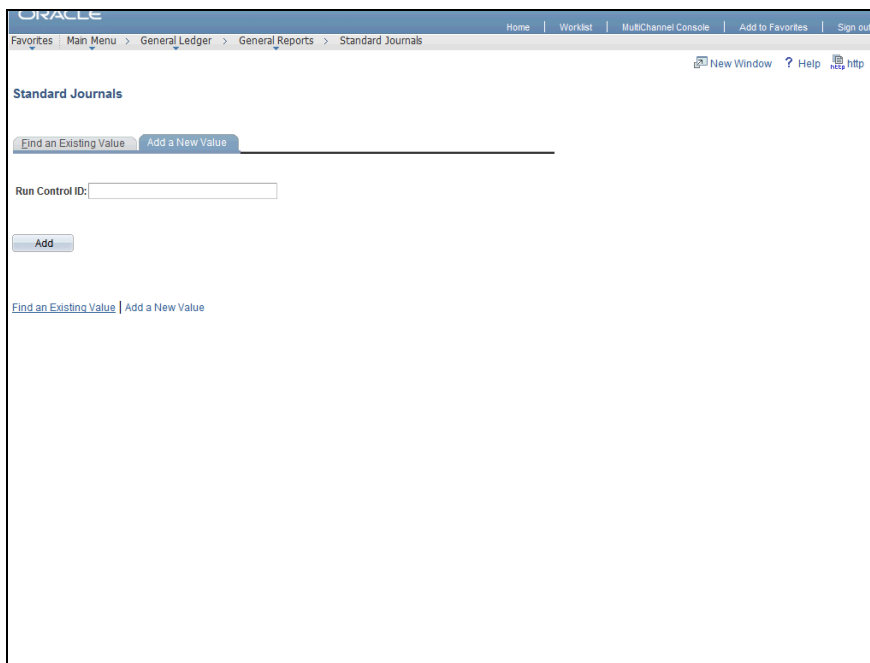
Procedure

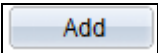
In this topic, you will run the **Standard Journals** report.

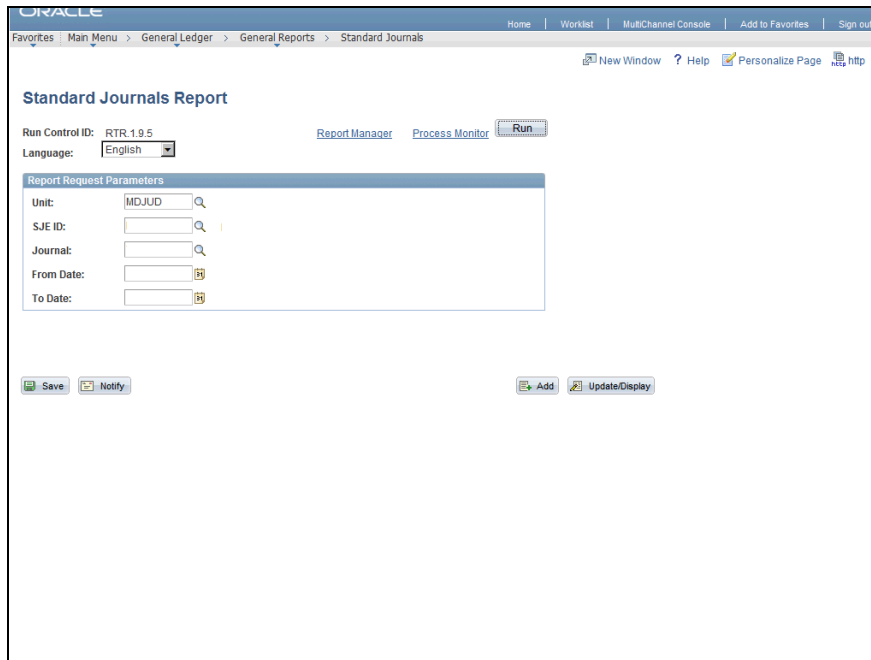
Step	Action
1.	Navigate to the Standard Journals page. Click the General Ledger link. 
2.	Click the General Reports link. 
3.	Click the Standard Journals link. 



Step	Action
4.	<p>The Standard Journals search page displays.</p> <p>NOTE: If you have previously created a run control ID for this process, you can search for it on the Find and Existing Value tab. When a run control does not exist, create a new one on the Add a New Value tab.</p> <p>For this topic, click the Add a New Value tab to create a new run control.</p> 



Step	Action
5.	<p>The Add a New Value tab displays.</p> <p>Enter the desired information into the Run Control ID field. For example, enter "SJE".</p>
6.	<p>Click the Add button.</p> 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > General Reports > Standard Journals

New Window ? Help Personalize Page http

Standard Journals Report

Run Control ID: RTR 1.9.5 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Unit: MDJUD


SJE ID:

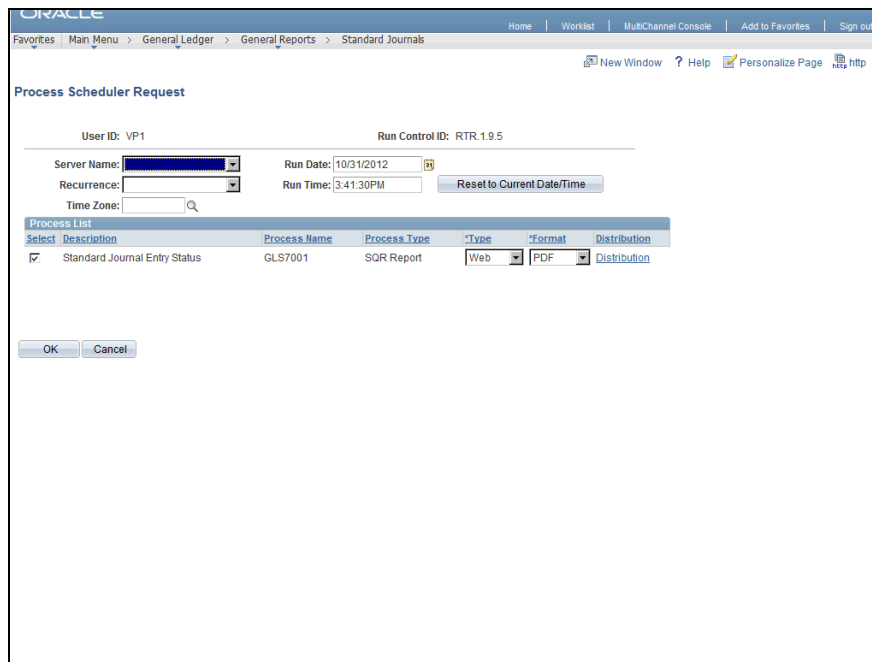
Journal:

From Date:

To Date:

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
7.	The Standard Journals Report run control page displays. Verify that the Unit field displays "MDJUD".
8.	Enter the Standard journal Entry ID into the SJE ID field.
9.	Enter the Journal ID into the Journal field.
10.	Click the Run button. 



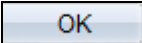
Oracle
 Favorites | Main Menu > General Ledger > General Reports > Standard Journals
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

Process Scheduler Request
 User ID: VP1 Run Control ID: RTR.1.9.5

Server Name: [dropdown] Run Date: 10/31/2012 [calendar icon]
 Recurrence: [dropdown] Run Time: 3:41:30PM [Reset to Current Date/Time]
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Standard Journal Entry Status	GLS7001	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
11.	<p>The Process Scheduler Request page displays.</p> <p>Accept all values on this page.</p> <p>Click the OK button.</p> 
12.	<p>The Standard Journal Report run control page displays.</p> <p>Take note of the process instance number displayed in the top right corner of the page.</p>

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Standard Journals

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Standard Journals Report

Run Control ID: RTR 1.9.5 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 12692

Report Request Parameters

Unit: MDJUD

SJE ID: POSTAGE POSTAGE SJE

Journal: POSTAGE1

From Date:

To Date:

Save Notify Add Update/Display

Step	Action
13.	Click the Process Monitor link. Process Monitor

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Standard Journals

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Process List Server List

Actions

User ID: VP1 Type: Last: 5 Minutes Refresh

Server: Name: Instance: to:

Run Status: Distribution Status: Save On Refresh

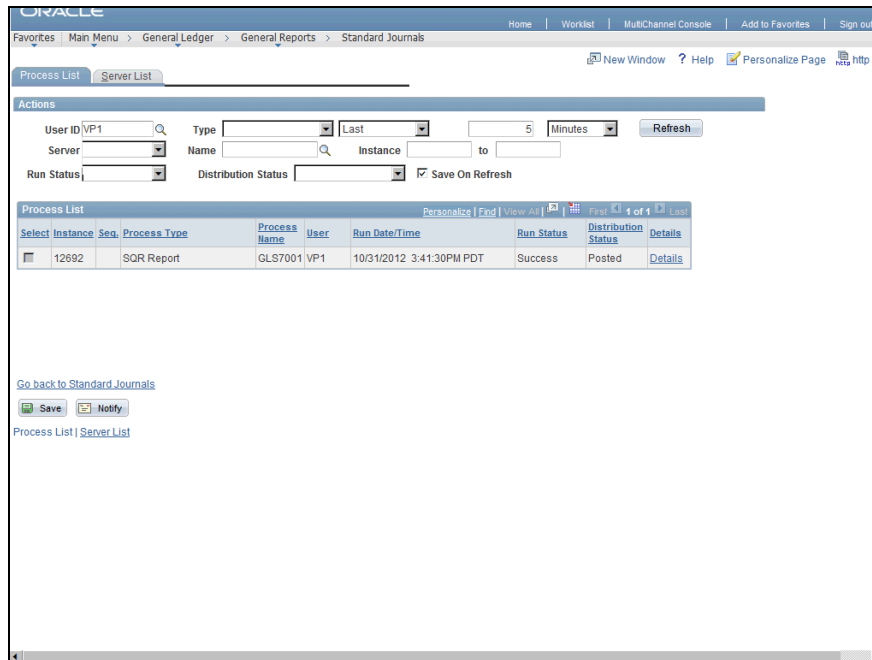
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	12692		SQR Report	GLS7001	VP1	10/31/2012 3:41:30PM PDT	Success	Posted	Details

Go back to Standard Journals

Save Notify

Process List | Server List

Step	Action
14.	<p>The Process Monitor - Process List page displays.</p> <p>The process you ran is listed by process instance number in the Process List section.</p>



Oracle Process Monitor - Process List

Actions: User ID \VP1, Type, Last, 5 Minutes, Refresh

Server, Name, Instance, to, Run Status, Distribution Status, Save On Refresh

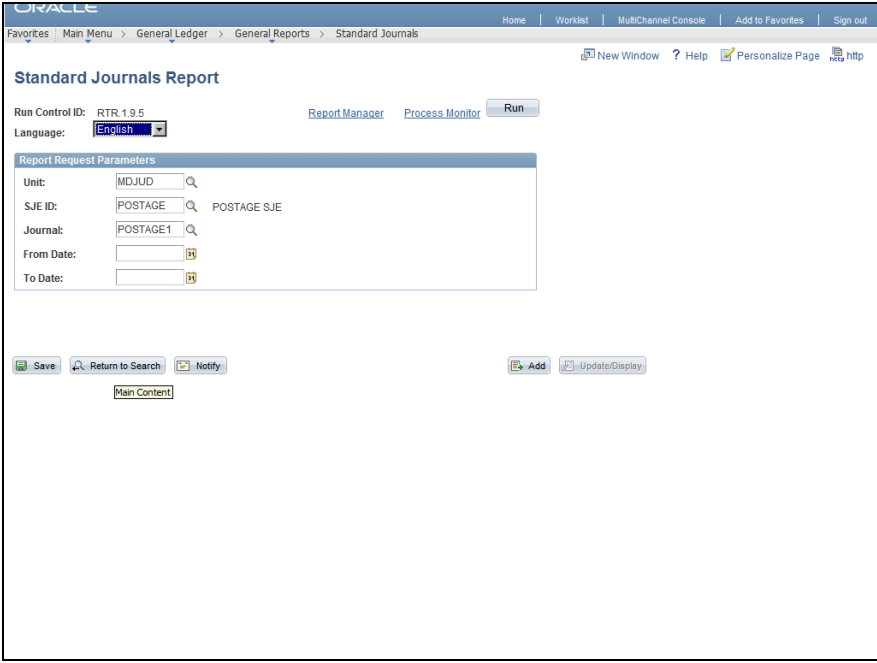
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12692	1	SQR Report	GLS7001	VP1	10/31/2012 3:41:30PM PDT	Success	Posted	Details

[Go back to Standard Journals](#)

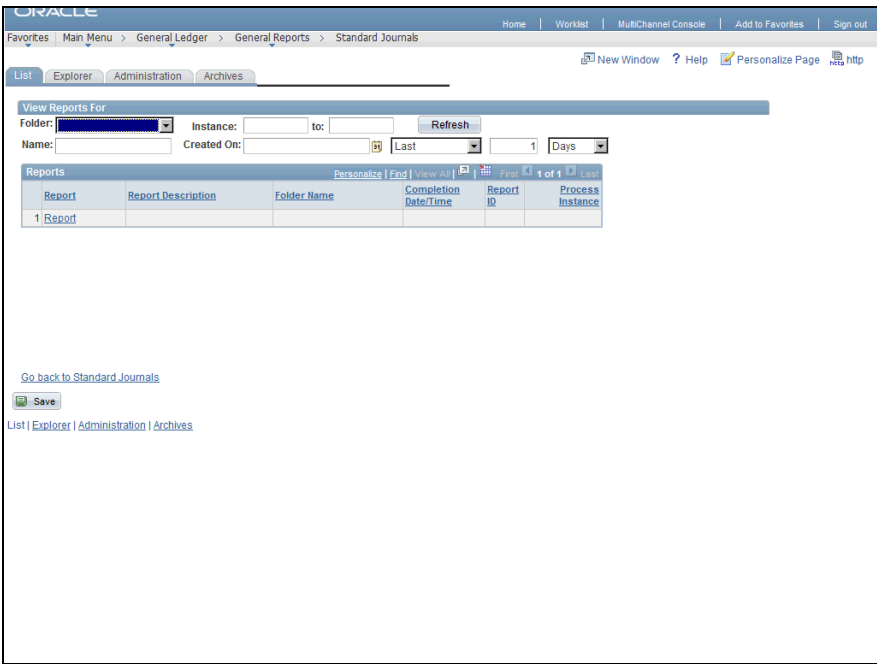
[Save](#) [Notify](#)

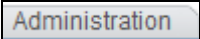
Process List | [Server List](#)

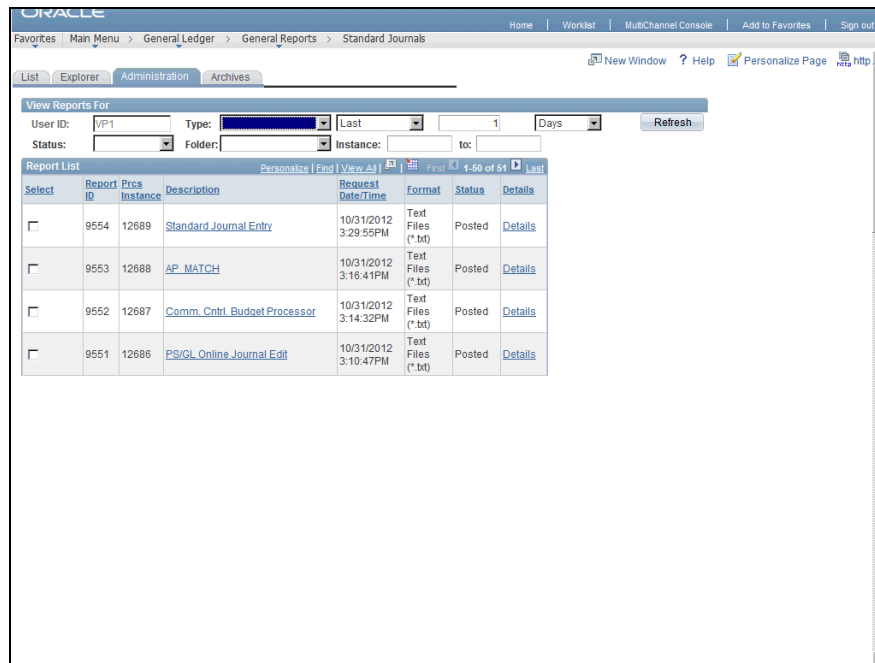
Step	Action
15.	<p>If needed, click the Refresh button periodically until the Run Status is "Success" and the Distribution Status is "Posted" for the process you have just run.</p> <p>Refresh</p>
16.	<p>Click the Go back to Standard Journals link.</p> <p>Go back to Standard Journals</p>

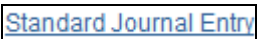


Step	Action
17.	<p>The Standard Journals Report run control page displays.</p> <p>Click the Report Manager link.</p> <p><u>Report Manager</u></p>



Step	Action
18.	<p>The Report Manager - List page displays.</p> <p>Click the Administration tab.</p> 



Step	Action
19.	<p>The Report Manager - Administration page displays.</p> <p>Click the Standard Journal Entry link to open the Standard Journal Entry Report.</p> 

Report ID: GLE7001 PeopleSoft GL Page No. 1
 Bus. Unit: MOUN--Administrative Office of Court STANDARD JOURNAL ENTRIES STATUS Run Date 10/31/2012
 For the period 01/01/1900 through 10/31/2012 Run Time 15:41:51
 SJE ID: POSTAGE Journal ID: POSTAGE1

SJE ID: POSTAGE POSTAGE SJE

SJE Detail 1 - POSTAGE SJE

Status :	Active	Type:	Recurring	Unpost:	0
Model Journal:	000000029	Date:	10/31/2012		
Standard Journal:	POSTAGE1	Allow Change:	Yes		
Scheduled:	MONTH	Creation Lead Days:	0		

**** No Standard Journals Created ****

Step	Action
20.	<p>The Standard Journal Entries Report displays in a new window.</p> <p>Print the report using the internet browser options, if desired.</p>
21.	<p>You have successfully completed the <i>Running the Standard Journals Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Run the Standard Journals report <p>End of Procedure.</p>

6.9 Running the General Ledger Summary Report

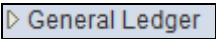

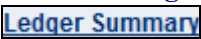
The **General Ledger Summary** report summarizes journal totals within a ledger by Chartfield.

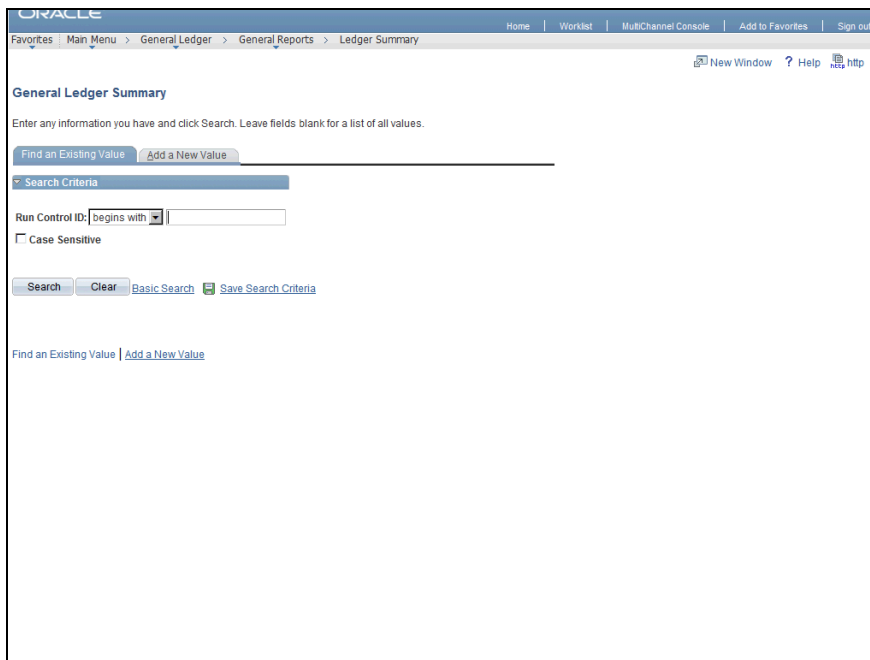
After completing this topic, you will be able to:

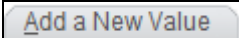
- Create a new run control for the **General Ledger Summary** report
- Enter process request parameters
- Generate the **General Ledger Summary** report

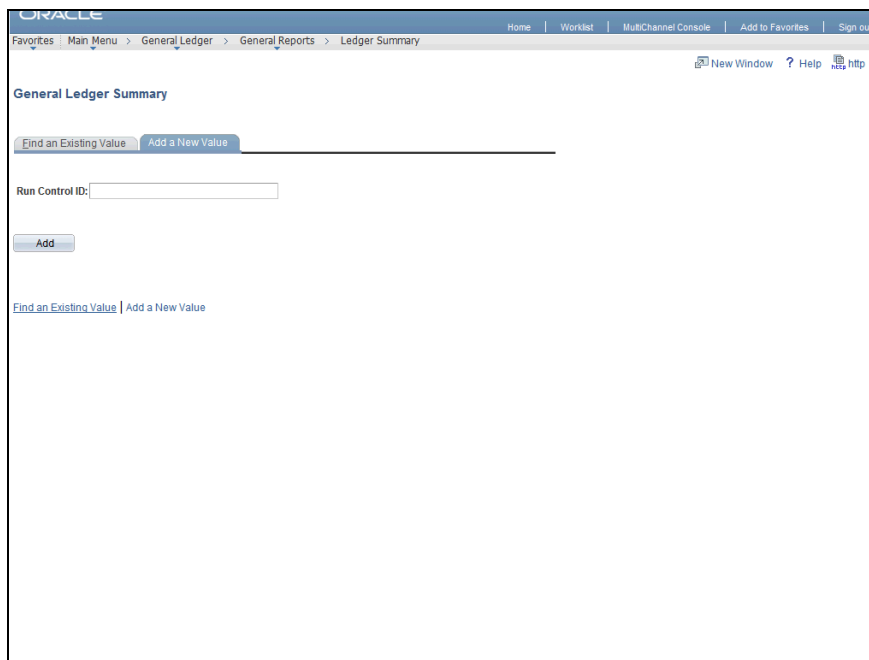
Procedure

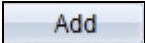
In this topic, you will run the **General Ledger Summary** report.

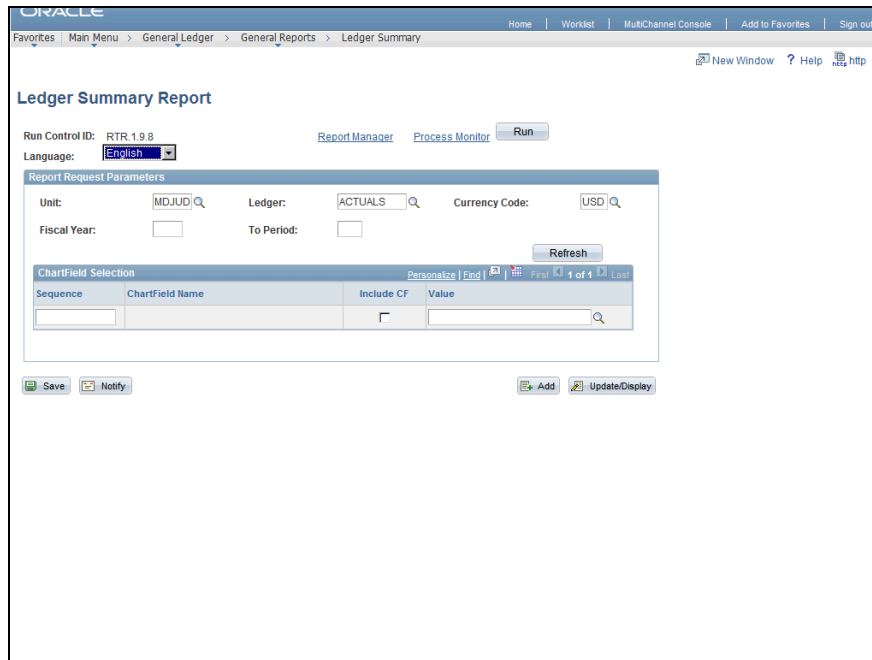
Step	Action
1.	Navigate to the General Ledger Summary page. Click the General Ledger link. 
2.	Click the General Reports link. 
3.	Click the Ledger Summary link. 



Step	Action
4.	<p>The General Ledger Summary run control search page displays.</p> <p>NOTE: If you have previously created a run control ID for this process, you can search for it on the Find and Existing Value tab. When a run control does not exist, create a new one on the Add a New Value tab.</p> <p>For this topic, click the Add a New Value tab to create a new run control. Click the Add a New Value tab.</p> 



Step	Action
5.	<p>The Add a New Value page displays.</p> <p>Enter the desired information into the Run Control ID field.</p>
6.	<p>Click the Add button.</p> 



ORACLE
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > General Reports > Ledger Summary

Ledger Summary Report

Run Control ID: RTR 1.9.8 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

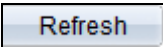
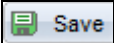
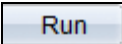
Unit: Ledger: Currency Code:

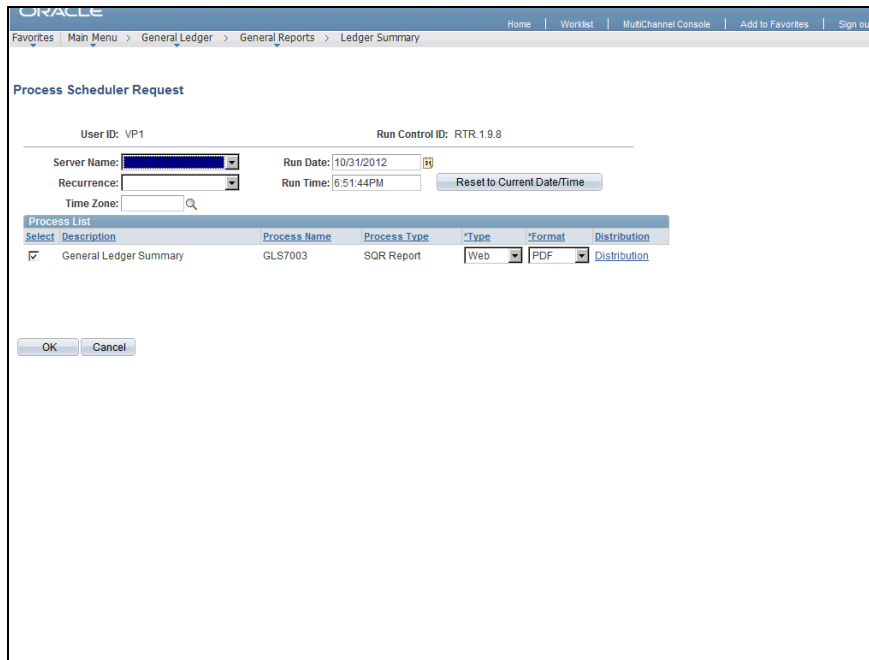
Fiscal Year: To Period: [Refresh](#)

ChartField Selection [Personalize](#) [Find](#) [First](#) [1 of 1](#) [Last](#)

Sequence	ChartField Name	Include CF	Value
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
7.	The Ledger Summary Report run control page displays. The values for the Unit and the Ledger field default to "MDJUD" and "ACTUALS". The Currency Code defaults to "USD".
8.	Enter the desired information into the Fiscal Year field. For example, enter " 2013 ".
9.	Enter the desired information into the To Period field. For example, enter " 4 ".
10.	Click the Refresh button. 
11.	The Chartfield Selection section displays. Click the Include CF options for the following Chartfield values: <ol style="list-style-type: none"> Program Cost Account Fund Code Account Appropriation Number
12.	Click the Save button. 
13.	Click the Run button. 



Oracle
Favorites | Main Menu > General Ledger > General Reports > Ledger Summary

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

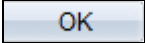

Process Scheduler Request

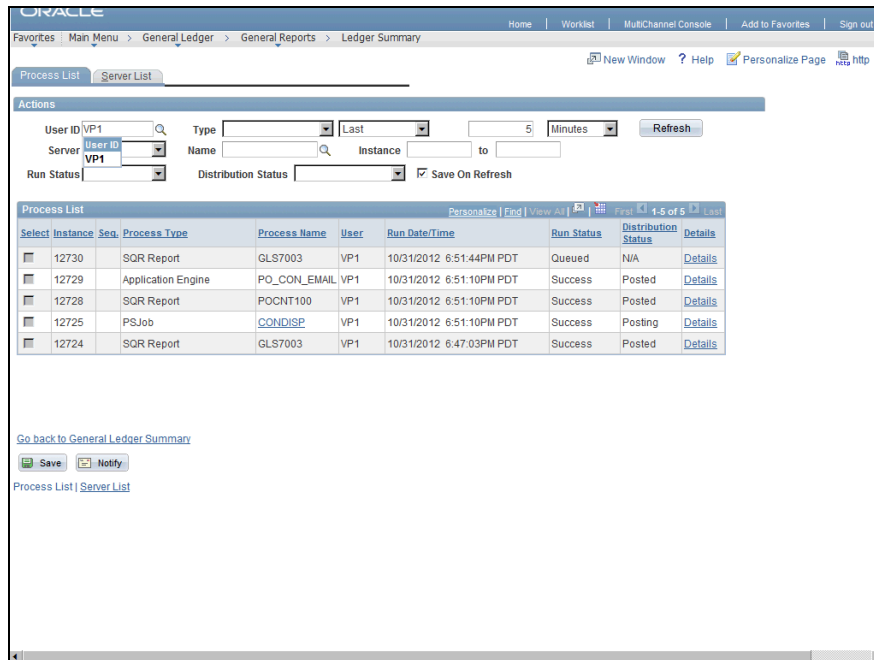
User ID: VP1 Run Control ID: RTR.1.9.8

Server Name: [dropdown] Run Date: 10/31/2012 [calendar icon]
 Recurrence: [dropdown] Run Time: 6:51:44PM [Reset to Current Date/Time]
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	General Ledger Summary	GLS7003	SQR Report	Web	PDF	Distribution

OK Cancel

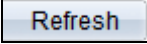


Step	Action
14.	<p>The Process Scheduler Request page displays.</p> <p>Accept values on this page.</p> <p>Click the OK button.</p> 
15.	<p>Take note of the process instance number in the top right corner of the page.</p> <p>Click the Process Monitor link.</p> 
16.	<p>The Process Monitor - Process List page displays.</p> <p>The process you ran displays in the by process instance number in the Process List section.</p>

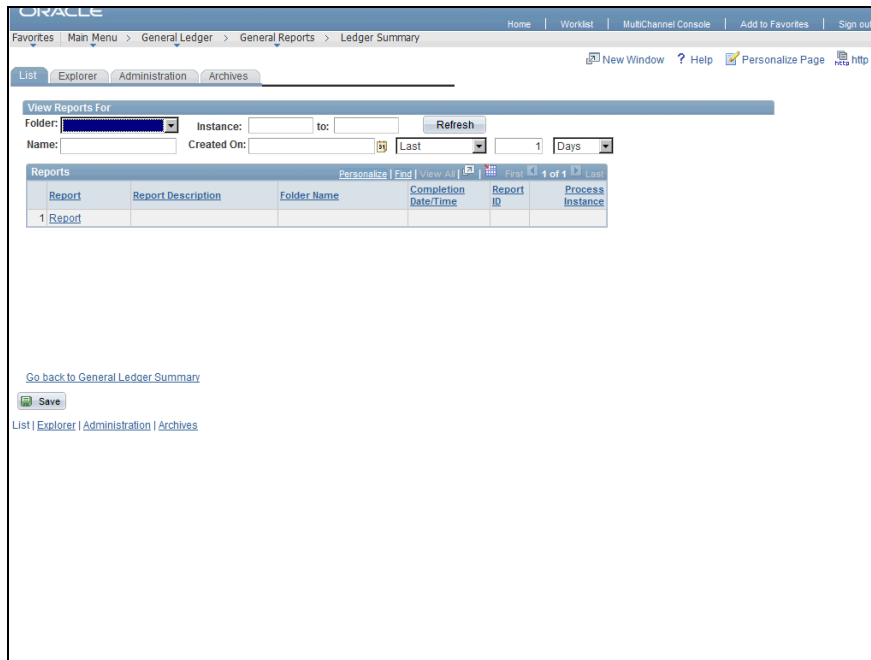


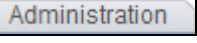
The screenshot shows the Oracle General Ledger Summary page. The 'Process List' tab is selected. The 'Actions' section includes fields for User ID (VP1), Server (VP1), Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is present. Below the actions is a table with the following data:

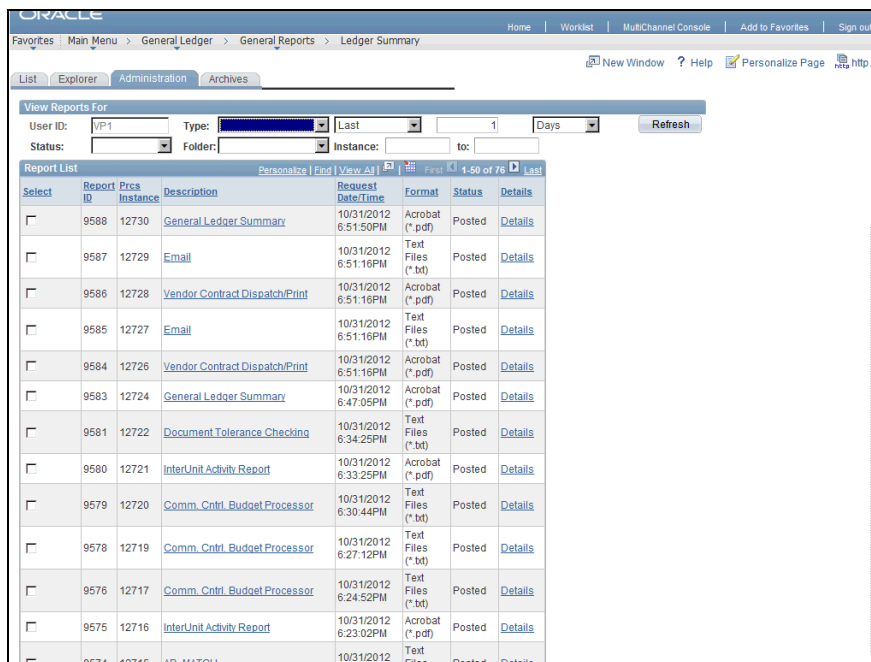
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12730		SQR Report	GLS7003	VP1	10/31/2012 6:51:44PM PDT	Queued	N/A	Details
<input type="checkbox"/>	12729		Application Engine	PO_CON_EMAIL	VP1	10/31/2012 6:51:10PM PDT	Success	Posted	Details
<input type="checkbox"/>	12728		SQR Report	POCNT100	VP1	10/31/2012 6:51:10PM PDT	Success	Posted	Details
<input type="checkbox"/>	12725		PSJob	CONDISP	VP1	10/31/2012 6:51:10PM PDT	Success	Posting	Details
<input type="checkbox"/>	12724		SQR Report	GLS7003	VP1	10/31/2012 6:47:03PM PDT	Success	Posted	Details

At the bottom of the page, there is a 'Go back to General Ledger Summary' link and 'Save' and 'Notify' buttons.

Step	Action
17.	Click the Refresh button periodically until the Run Status is "Success" and the Distribution Status is "Posted" for the process you have just run. 
18.	After the process has run successfully, click the Go back to General Ledger Summary link. 
19.	The Ledger Summary Report run control page displays. Click the Report Manager link to retrieve the report. 

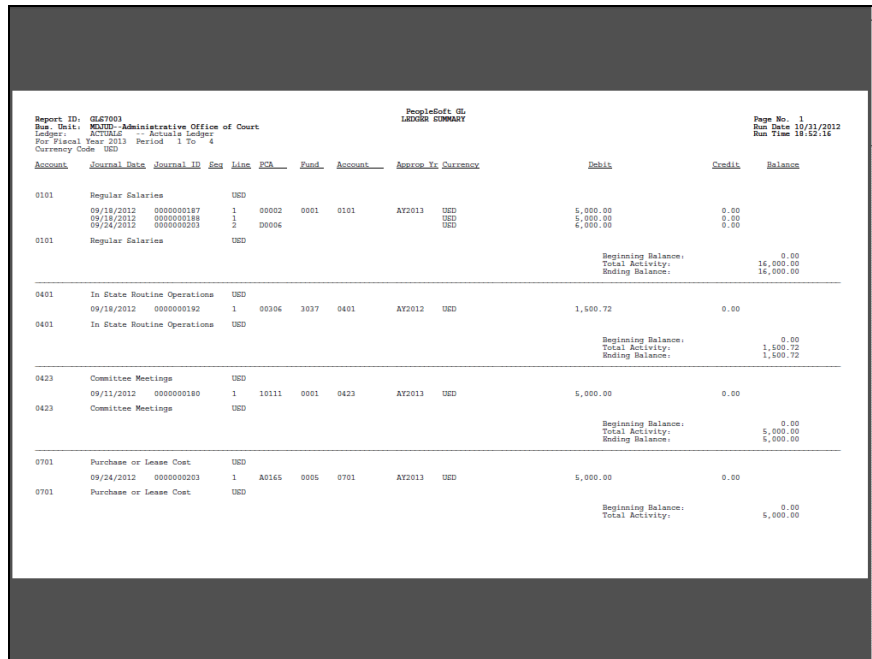


Step	Action
20.	<p>The Report Manager - List page displays.</p> <p>Click the Administration tab.</p> 



Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9588	12730	General Ledger Summary	10/31/2012 6:51:50PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9587	12729	Email	10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9586	12728	Vendor Contract Dispatch/Print	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9585	12727	Email	10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9584	12726	Vendor Contract Dispatch/Print	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9583	12724	General Ledger Summary	10/31/2012 6:47:05PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9581	12722	Document Tolerance Checking	10/31/2012 6:34:25PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9580	12721	InterUnit Activity Report	10/31/2012 6:33:25PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9579	12720	Comm. Cntrl. Budget Processor	10/31/2012 6:30:44PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9578	12719	Comm. Cntrl. Budget Processor	10/31/2012 6:27:12PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9576	12717	Comm. Cntrl. Budget Processor	10/31/2012 6:24:52PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9575	12716	InterUnit Activity Report	10/31/2012 6:23:02PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9574	12715	AP MATCH	10/31/2012	Text Files	Posted	Details

Step	Action
21.	<p>The Report Manager - Administration page displays.</p> <p>Click the General Ledger Summary link to open the General Ledger Summary Report.</p> <p>General Ledger Summary</p>



Report ID: GL67003
 Bus. Unit: MONRO - Administrative Office of Court
 Ledger: ACTUALS - Actuals Ledger
 For Fiscal Year 2013 Period 1 To 4
 Currency Code: USD

Page No. 1
 Run Date: 10/31/2012
 Run Time: 10:52:14

PeopleSoft GL
 LEDGER SUMMARY

Account	Journal Date	Journal ID	Seq	Line	PCA	Fund	Account	Acctop Yr	Currency	Debit	Credit	Balance
0101	Regular Salaries					USD						
	09/18/2012	0000000187	1	00002	0001	0101	AY2013	USD		5,000.00	0.00	
	09/18/2012	0000000188	1					USD		5,000.00	0.00	
	09/24/2012	0000000203	2	00006				USD		6,000.00	0.00	
0101	Regular Salaries					USD						
											Beginning Balance:	0.00
											Total Activity:	16,000.00
											Ending Balance:	16,000.00
0401	In State Routine Operations					USD						
	09/18/2012	0000000192	1	00306	3037	0401	AY2012	USD		1,500.72	0.00	
0401	In State Routine Operations					USD						
											Beginning Balance:	0.00
											Total Activity:	1,500.72
											Ending Balance:	1,500.72
0423	Committee Meetings					USD						
	09/11/2012	0000000180	1	10111	0001	0423	AY2013	USD		5,000.00	0.00	
0423	Committee Meetings					USD						
											Beginning Balance:	0.00
											Total Activity:	5,000.00
											Ending Balance:	5,000.00
0701	Purchase or Lease Cost					USD						
	09/24/2012	0000000203	1	A0165	0005	0701	AY2013	USD		5,000.00	0.00	
0701	Purchase or Lease Cost					USD						
											Beginning Balance:	0.00
											Total Activity:	5,000.00

Step	Action
22.	<p>The General Ledger Summary report opens in a new window.</p> <p>Print the report using the internet browser options, if desired.</p>
23.	<p>You have successfully completed the <i>Running the General Ledger Summary Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Run the General Ledger Summary report <p>End of Procedure.</p>

6.10 Running the Journal Entry with Attributes Report




The **Journal Entry with Attributes** report lists all journal entries and the corresponding chartfield attributes that were entered in the system for a business unit and ledger within the date range specified.

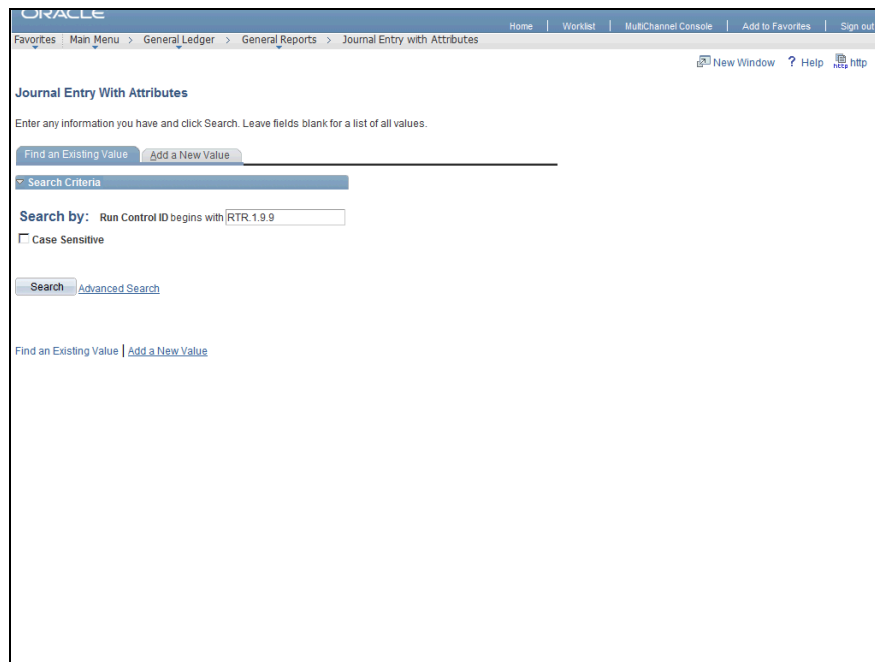
After completing this topic, you will be able to:

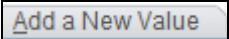
- Create a new run control for the **Journal Entry with Attributes** report
- Enter process request parameters
- Generate the **Journal Entry with Attributes** report

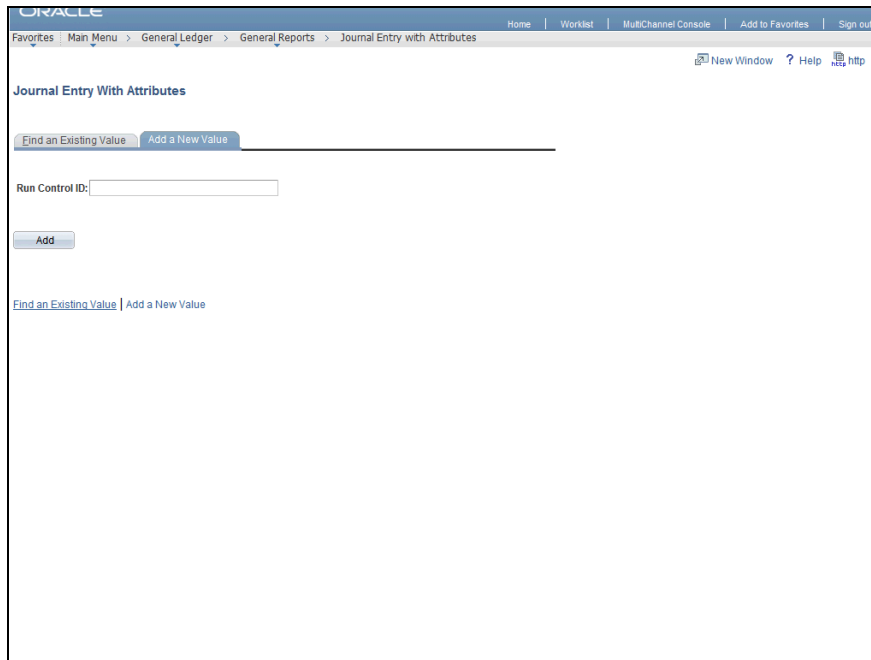
Procedure

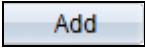
In this topic, you will run the **Journal Entry with Attributes** report.

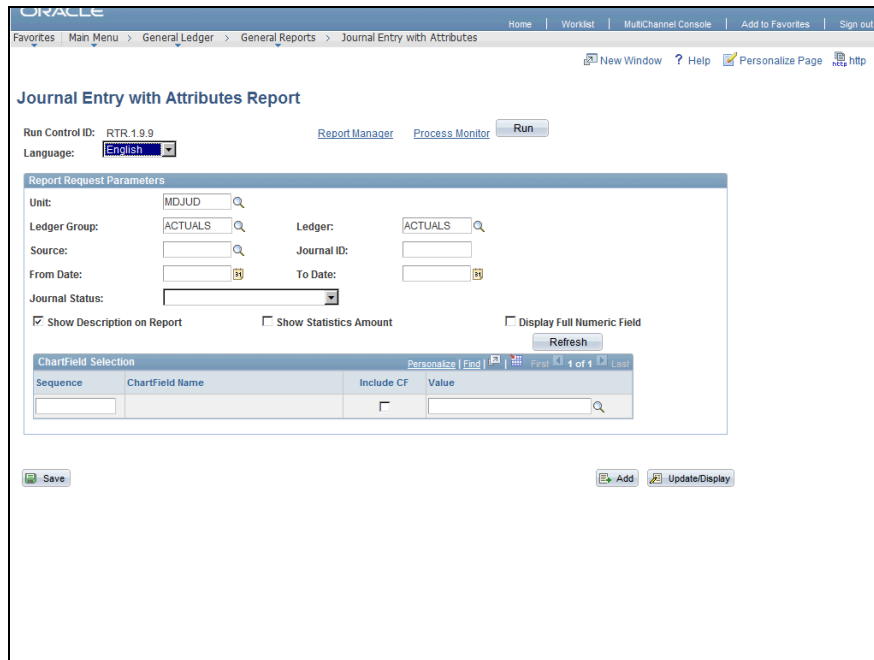
Step	Action
1.	Navigate to the Journal Entry with Attributes page. Click the General Ledger link.  General Ledger
2.	Click the General Reports link.  General Reports
3.	Click the Journal Entry with Attributes link.  Journal Entry with Attributes


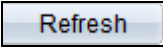
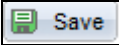
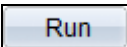


Step	Action
4.	<p>The Journal Entry with Attributes search page displays.</p> <p>NOTE: If you have previously created a run control ID for this process, you can search for it on the Find and Existing Value tab. When a run control does not exist, create a new one on the Add a New Value tab.</p> <p>For this topic, click the Add a New Value tab to create a new run control.</p> 



Step	Action
5.	Enter the desired information into the Run Control ID field.
6.	Click the Add button. 
7.	The Journal Entry with Attributes Report run control page displays. The values for the Unit , Ledger Group and Ledger fields should default to "MDJUD" and "ACTUALS".



Step	Action
8.	Click the Journal Status list and select the Posted (by journal dates) list item. 
9.	Click the Refresh button. 
10.	The Chartfield Selection section displays. Click the Include CF options for the following Chartfield values: <ol style="list-style-type: none"> Program Cost Account Fund Code Account Appropriation Year
11.	Click the Save button. 
12.	Click the Run button. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > General Reports > Journal Entry with Attributes

New Window ? Help Personalize Page http

Process Scheduler Request

User ID: VP1 Run Control ID: RTR.1.9.9

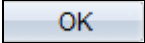
Server Name: [dropdown] Run Date: 11/01/2012 [calendar icon]

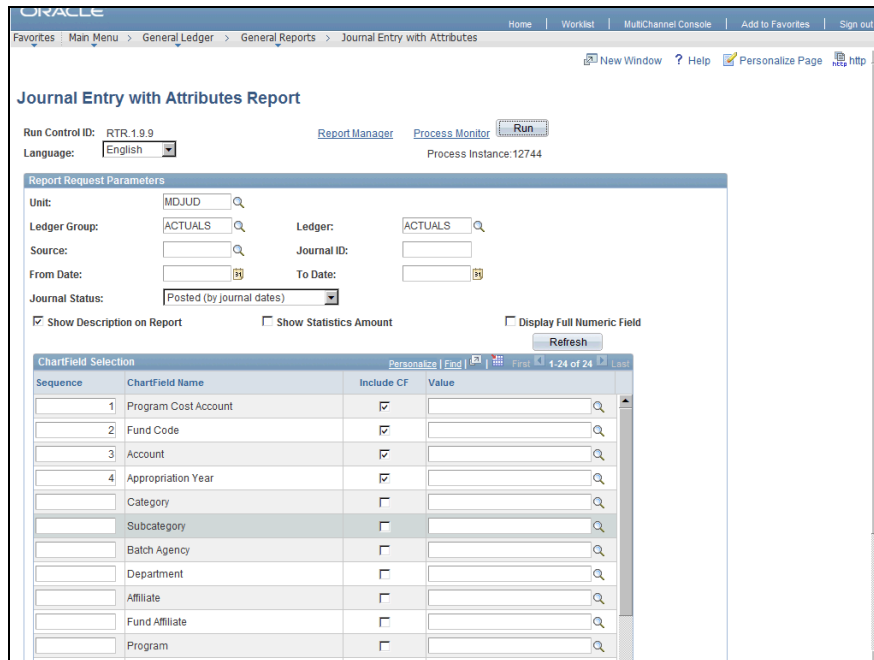
Recurrence: [dropdown] Run Time: 8:55:32AM [Reset to Current Date/Time]

Time Zone: [dropdown]

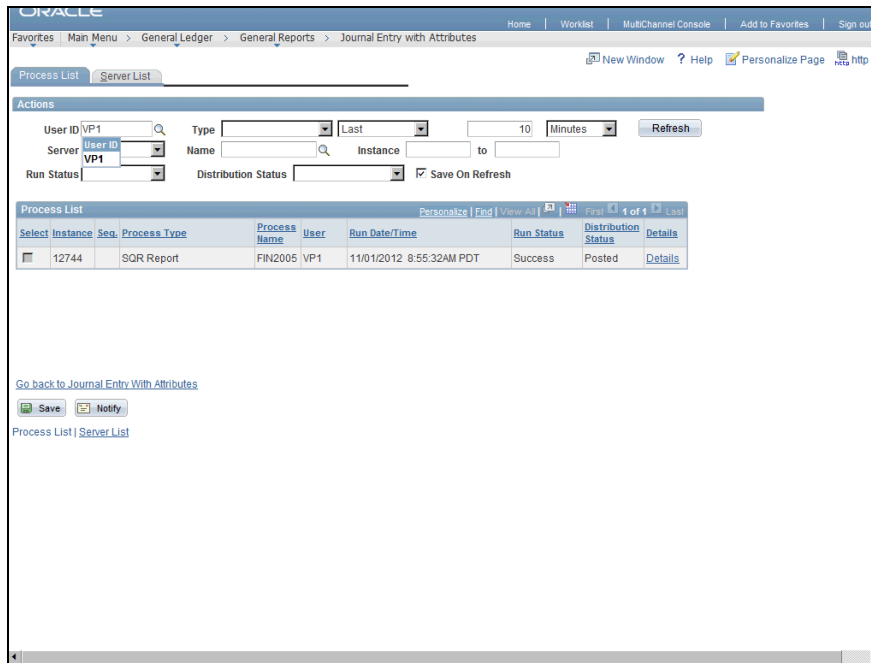
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Journal Entry Dtl Rep w/Attrib	FIN2005	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
13.	<p>The Process Scheduler Request page displays.</p> <p>Accept the defaulted fields on this page.</p> <p>Click the OK button.</p> 



Step	Action
14.	<p>Take note of the Process Instance number in the top right corner of the page.</p> <p>Click the Process Monitor link.</p> <p>Process Monitor</p>
15.	<p>The Process Monitor - Process List page displays.</p> <p>The process you ran is listed by process instance number in the Process List section.</p>
16.	<p>If needed, click the Refresh button periodically until the Run Status is "Success" and the Distribution Status is "Posted" for the process you have just run.</p>



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > General Reports > Journal Entry with Attributes

New Window ? Help Personalize Page http

Process List | Server List

Actions

User ID Type Minutes

Server Name Instance to

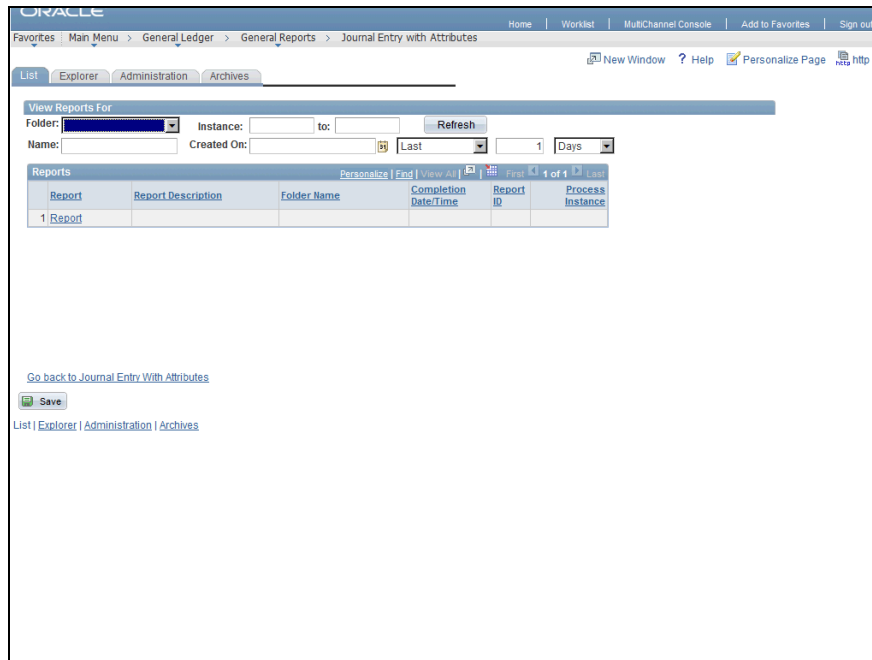
Run Status Distribution Status ☒ Save On Refresh

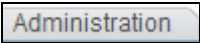
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12744		SQR Report	FIN2005 / VP1		11/01/2012 8:55:32AM PDT	Success	Posted	Details

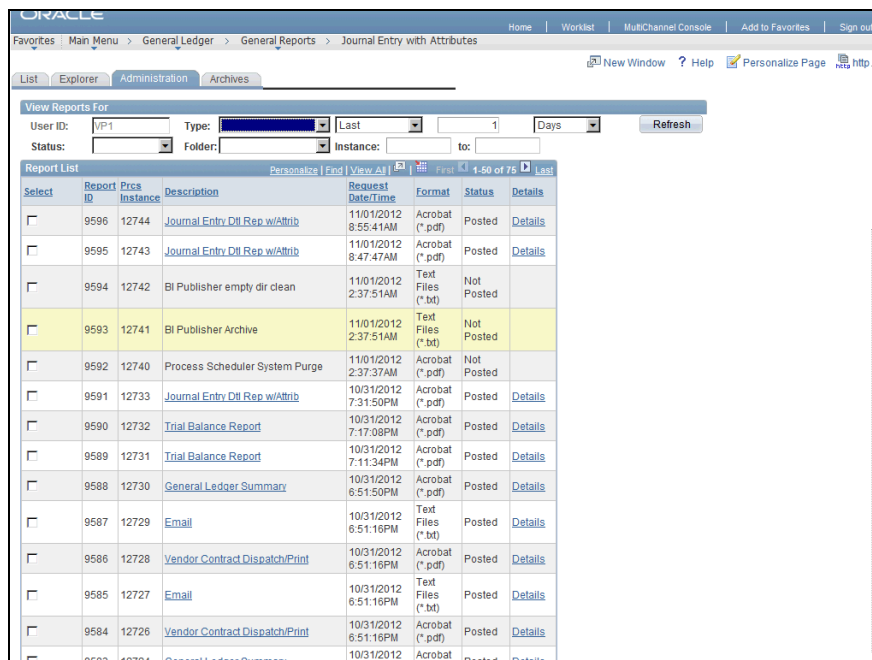
[Go back to Journal Entry With Attributes](#)

Process List | [Server List](#)

Step	Action
17.	Click the Go back to Journal Entry With Attributes link. Go back to Journal Entry With Attributes
18.	The Journal Entry with Attributes Report run control page displays. Click the Report Manager link to retrieve the report. Report Manager

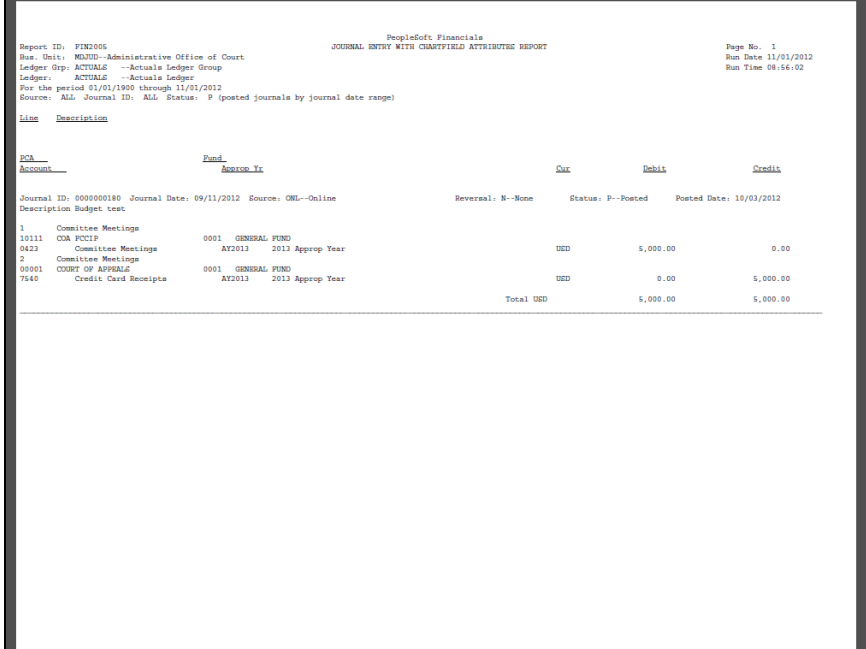


Step	Action
19.	<p>The Report Manager - List page displays.</p> <p>Click the Administration tab.</p> 



Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9596	12744	Journal Entry Dtl Rep w/Attrib	11/01/2012 8:55:41AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9595	12743	Journal Entry Dtl Rep w/Attrib	11/01/2012 8:47:47AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9594	12742	BI Publisher empty dir clean	11/01/2012 2:37:51AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9593	12741	BI Publisher Archive	11/01/2012 2:37:51AM	Text Files (*.txt)	Not Posted	
<input type="checkbox"/>	9592	12740	Process Scheduler System Purge	11/01/2012 2:37:37AM	Acrobat (*.pdf)	Not Posted	
<input type="checkbox"/>	9591	12733	Journal Entry Dtl Rep w/Attrib	10/31/2012 7:31:50PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9590	12732	Trial Balance Report	10/31/2012 7:17:08PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9589	12731	Trial Balance Report	10/31/2012 7:11:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9588	12730	General Ledger Summary	10/31/2012 6:51:50PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9587	12729	Email	10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9586	12728	Vendor Contract Dispatch/Print	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9585	12727	Email	10/31/2012 6:51:16PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	9584	12726	Vendor Contract Dispatch/Print	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9583	12724	General Ledger Summary	10/31/2012 6:51:16PM	Acrobat (*.pdf)	Posted	Details

Step	Action
20.	<p>The Report Manager - Administration page displays.</p> <p>Click the Journal Entry Dtl Rep w/Attrib link to open the Journal Entry Detail Report with Attribute.</p> <p>Journal Entry Dtl Rep w/Attrib</p>



Report ID: FIN2005
Bus. Unit: NJUD--Administrative Office of Court
Ledger Gp: ACTUALS --Actuals Ledger Group
Ledger: ACTUALS --Actuals Ledger
For the period 01/01/1999 through 11/31/2012
Source: A/c Journal ID: A/c Status: P (posted journals by journal date range)

Page No. 1
Run Date 11/01/2012
Run Time 09:14:02

JOURNAL ENTRY WITH CHARTFIELD ATTRIBUTES REPORT

Line	Description	PCA	Account	Fund	Approp. Yr	Cur	Debit	Credit
Journal ID: 000000180	Journal Date: 09/11/2012	Source: ONL--Online	Reversal: N--None	Status: P--Posted	Posted Date: 10/03/2012			
Description Budget Test								
1	Committee Meetings							
10111	COA POCIP	0001	GENERAL FUND	AY2013	2013 Approp Year	USD	5,000.00	0.00
2	Committee Meetings							
01001	COURT OF APPEALS	0001	GENERAL FUND	AY2013	2013 Approp Year	USD	0.00	5,000.00
7640	Credit Card Receipts							
Total USD							5,000.00	5,000.00

Step	Action
21.	<p>The Journal Entry with Chartfield Attributes Report displays in a new window.</p> <p>Print the report, if desired.</p>
22.	<p>You have successfully completed the <i>Running the Journal Entry with Attributes Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Run the Journal Entry with Attributes report <p>End of Procedure.</p>

6.11 Running the Journal Line/Accounting Reconciliation Report




The **Journal Line / Accounting Reconciliation** report compares journal entry lines in **General Ledger** with accounting entries in the originating sub-module (e.g., Payables, Accounts Receivable or Billing).

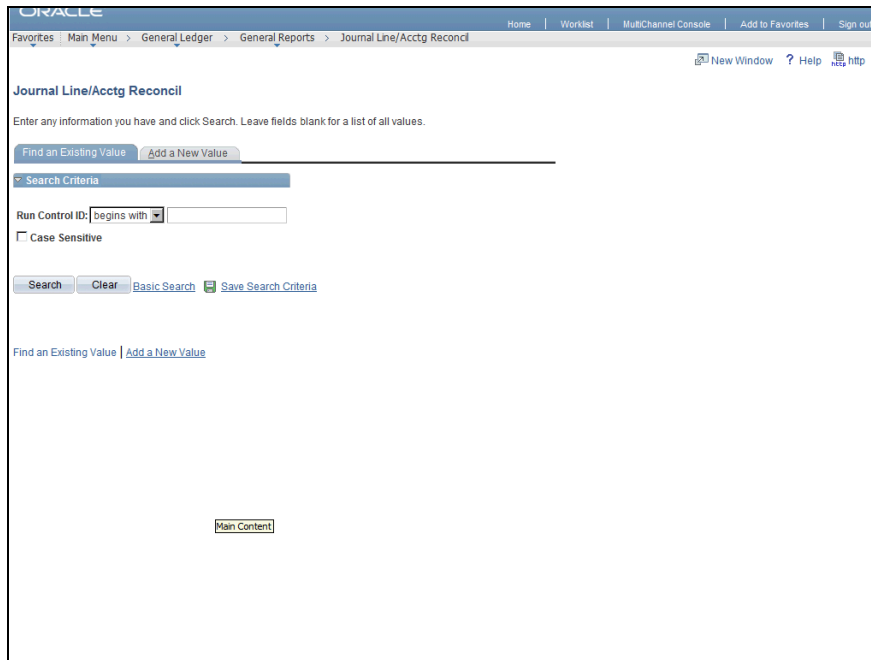
After completing this topic, you will be able to:

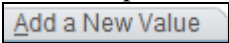
- Create a new run control for the **Journal Line / Accounting Reconciliation** report
- Enter process request parameters
- Generate the **Journal Line / Accounting Reconciliation** report

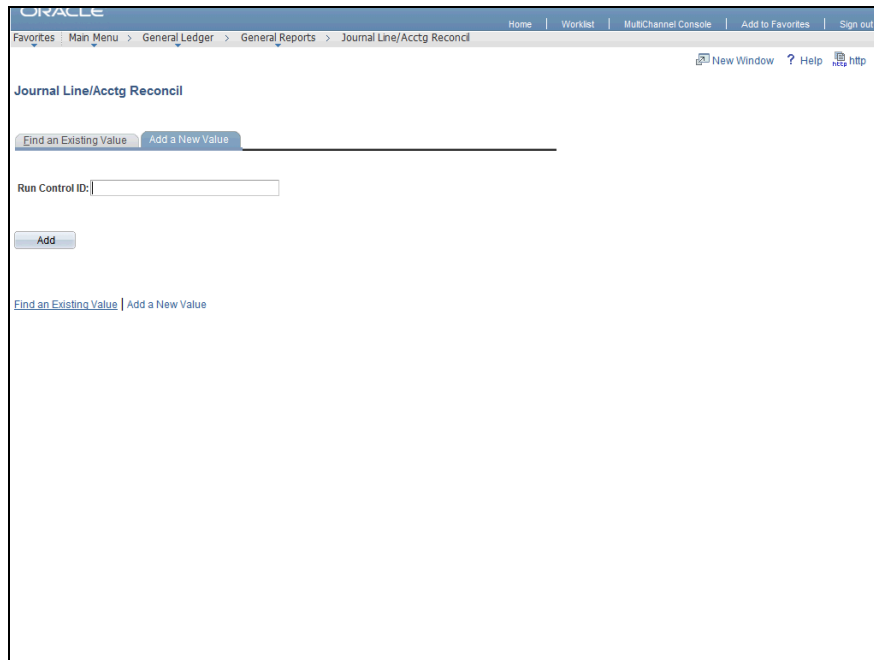
Procedure

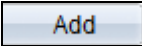
In this topic, you will run the **Journal Line / Accounting Reconciliation** report.

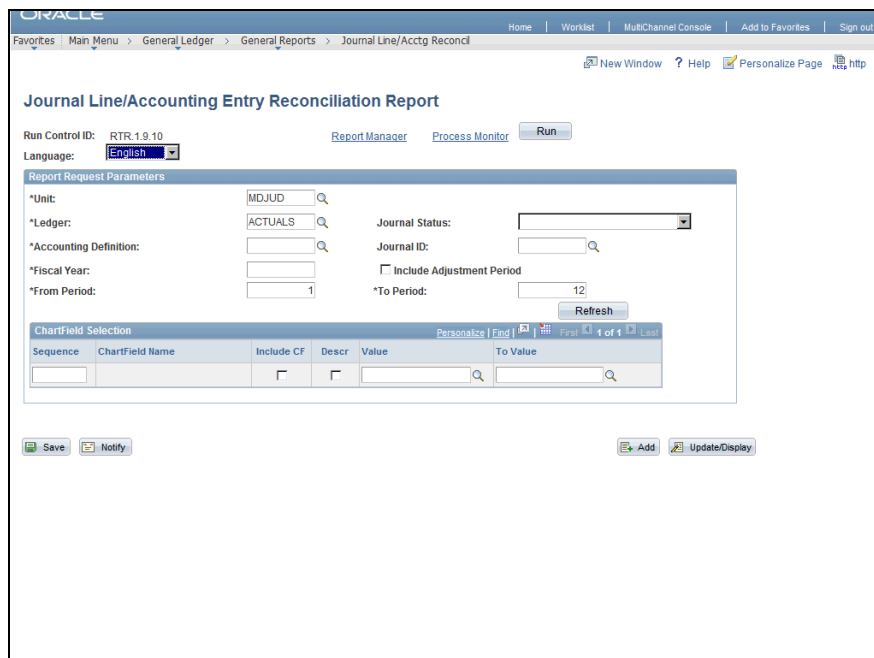
Step	Action
1.	Navigate to the Journal Line/Acctg Reconil page. Click the General Ledger link.  General Ledger
2.	Click the General Reports link.  General Reports
3.	Click the Journal Line/Acctg Reconcil link.  Journal Line/Acctg Reconcil

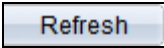
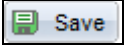
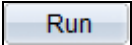


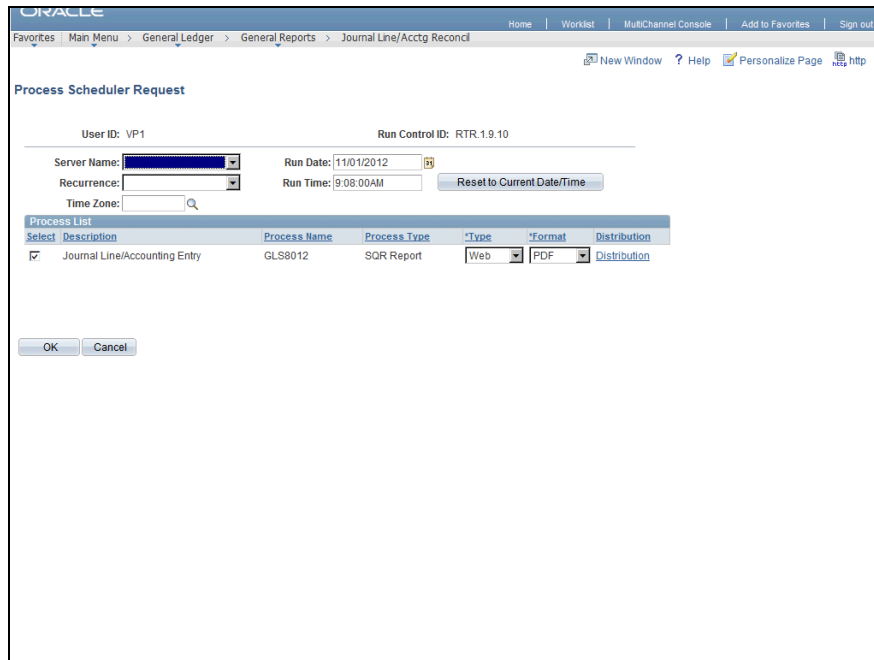
Step	Action
4.	<p>The Journal Line/Acctg Reconcil search page displays.</p> <p>NOTE: If you have previously created a run control ID for this process, you can search for it on the Find and Existing Value tab. When a run control does not exist, create a new one on the Add a New Value tab.</p> <p>For this topic, click the Add a New Value tab to create a new run control.</p> 



Step	Action
5.	<p>The Add a New Value tab displays.</p> <p>Enter the desired information into the Run Control ID field.</p>
6.	<p>Click the Add button.</p> 



Step	Action
7.	<p>The Journal Line/Accounting Entry Reconciliation Report run control page displays.</p> <p>The values for the Unit and the Ledger fields should default to "MDJUD" and "ACTUALS".</p>
8.	Enter the desired information into the Accounting Definition field. For example, enter " APDEFN ".
9.	Enter the desired information into the Fiscal Year field. For example, enter " 2013 ".
10.	<p>The period range for which the report will run defaults.</p> <p>Update the period range for which you want to run the report in the From and To Period fields.</p>
11.	<p>Click the Refresh button.</p> 
12.	<p>The Chartfield Selection section displays.</p> <p>Click the Include CF options for the following Chartfield values:</p> <ol style="list-style-type: none"> Program Cost Account Fund Code Account
13.	<p>Click the Save button.</p> 
14.	<p>Click the Run button.</p> 



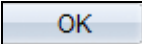
Oracle
 Favorites | Main Menu > General Ledger > General Reports > Journal Line/Acctg Reconcil
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

Process Scheduler Request
 User ID: VP1 Run Control ID: RTR.1.9.10

Server Name: [dropdown] Run Date: 11/01/2012 [calendar icon]
 Recurrence: [dropdown] Run Time: 9:08:00AM [Reset to Current Date/Time]
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Journal Line/Accounting Entry	GLS8012	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
15.	<p>The Process Scheduler Request page displays.</p> <p>Accept the default fields on this page.</p> <p>Click the OK button.</p> 

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Journal Line/Accounting Reconciliation

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Journal Line/Accounting Entry Reconciliation Report

Run Control ID: RTR 1.9.10 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 12746

Report Request Parameters

*Unit: MDJUD
*Ledger: ACTUALS
*Accounting Definition: APDEFN
*Fiscal Year: 2013
*From Period: 1

Journal Status:
Journal ID:
☐ Include Adjustment Period
*To Period: 12

[Refresh](#)

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Source Type	<input type="checkbox"/>	<input type="checkbox"/>		
	Activity	<input type="checkbox"/>	<input type="checkbox"/>		
	Appropriation Year	<input type="checkbox"/>	<input type="checkbox"/>		
	Batch Agency	<input type="checkbox"/>	<input type="checkbox"/>		
	Category	<input type="checkbox"/>	<input type="checkbox"/>		
	Program	<input type="checkbox"/>	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit Affiliate	<input type="checkbox"/>	<input type="checkbox"/>		
	Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>		

Step	Action
16.	<p>Take note of the process instance number in the top right corner of the page.</p> <p>Click the Process Monitor link.</p> <p>Process Monitor</p>

ORACLE
Favorites | Main Menu > General Ledger > General Reports > Journal Line/Accounting Reconciliation

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New Window ? Help Personalize Page http

[Process List](#) [Server List](#)

Actions

User ID: VP1 Type: Last 10 Minutes [Refresh](#)

Server: User ID: VP1 Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List

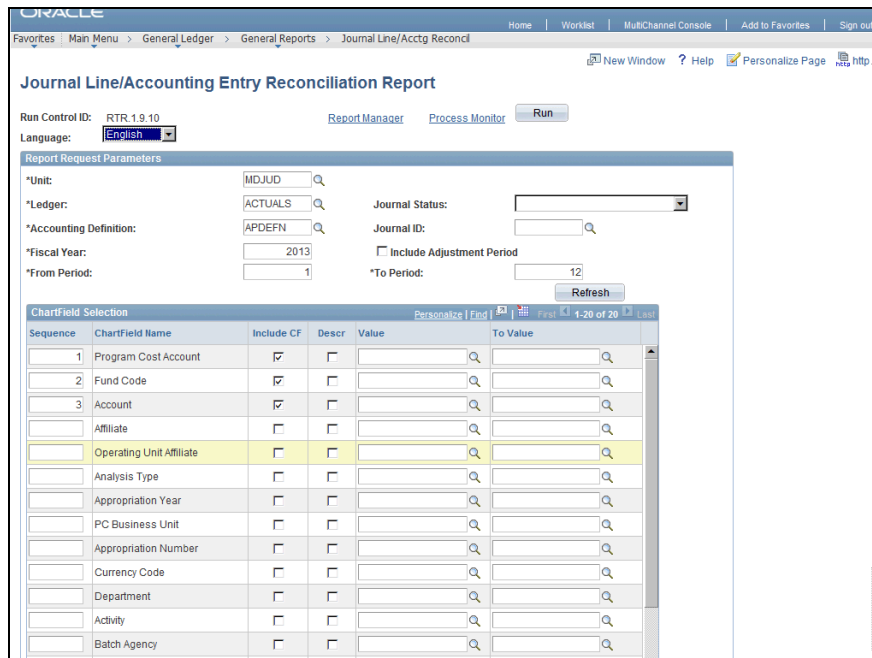
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12746		SQR Report	GLS8012	VP1	11/01/2012 9:08:00AM PDT	Success	Posted	Details
<input type="checkbox"/>	12745		SQR Report	GLS8012	VP1	11/01/2012 9:04:34AM PDT	Success	Posted	Details

[Go back to Journal Line/Accounting Reconciliation](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

Step	Action
17.	The Process Monitor - Process List page displays. The process you ran is listed by process instance number.
18.	If needed, click the Refresh button periodically until the Run Status is "Success" and the Distribution Status is "Posted" for the process you have just run.
19.	Click the Go back to Journal Line/Acctg Reconcil link. Go back to Journal Line/Acctg Reconcil



Oracle
 Favorites | Main Menu | General Ledger | General Reports | Journal Line/Acctg Reconcil | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Journal Line/Accounting Entry Reconciliation Report
 New Window | ? Help | Personalize Page | http

Run Control ID: RTR1.9.10 | Report Manager | Process Monitor | Run

Language: English

Report Request Parameters

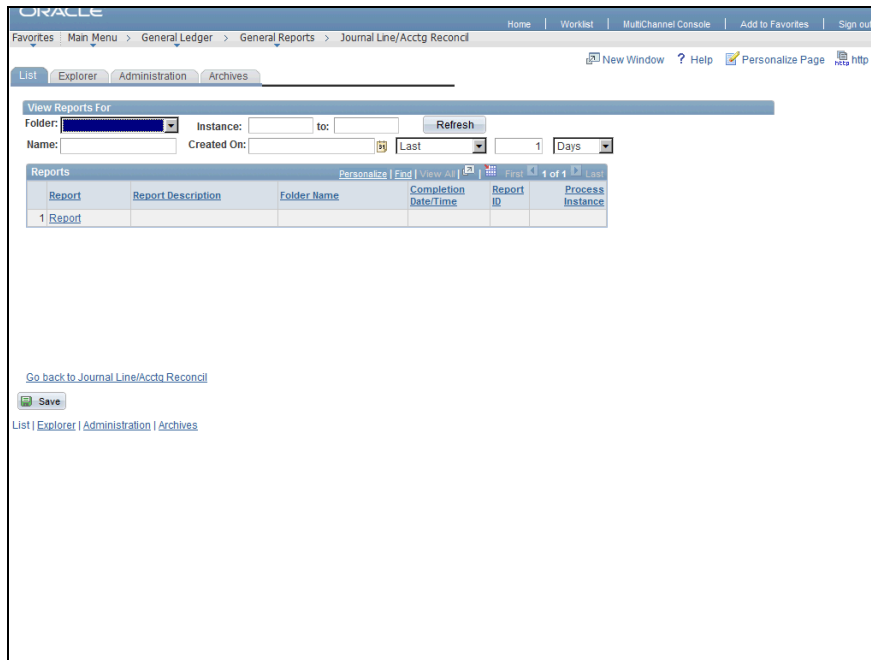
*Unit: MDJUD
 *Ledger: ACTUALS
 *Accounting Definition: APDEFN
 *Fiscal Year: 2013
 *From Period: 1

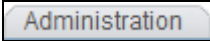
Journal Status:
 Journal ID:
☐ Include Adjustment Period
 *To Period: 12

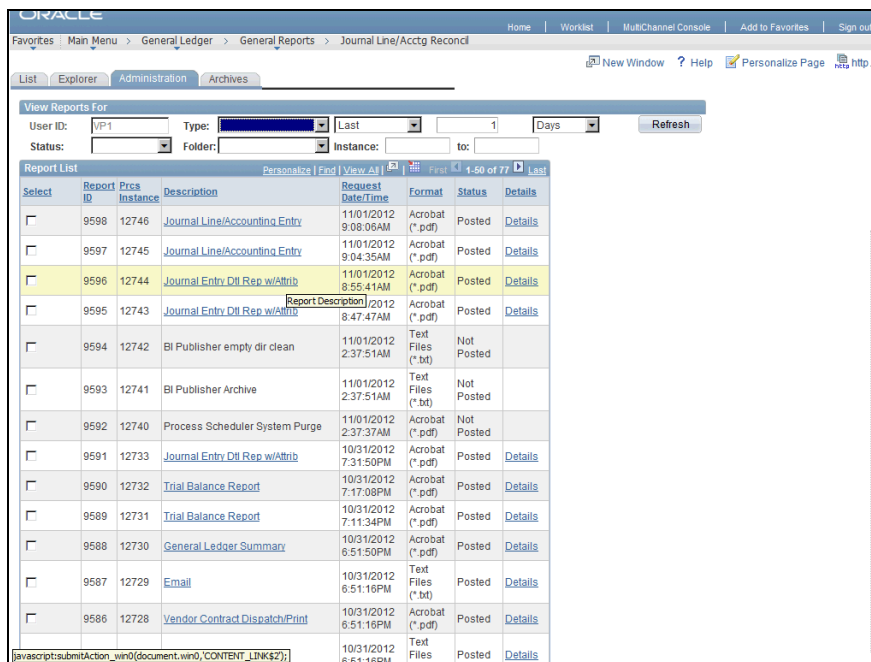
Refresh

Sequence	Chartfield Name	Include CF	Descr	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>			
2	Fund Code	<input checked="" type="checkbox"/>			
3	Account	<input checked="" type="checkbox"/>			
	Affiliate	<input type="checkbox"/>			
	Operating Unit Affiliate	<input type="checkbox"/>			
	Analysis Type	<input type="checkbox"/>			
	Appropriation Year	<input type="checkbox"/>			
	PC Business Unit	<input type="checkbox"/>			
	Appropriation Number	<input type="checkbox"/>			
	Currency Code	<input type="checkbox"/>			
	Department	<input type="checkbox"/>			
	Activity	<input type="checkbox"/>			
	Batch Agency	<input type="checkbox"/>			

Step	Action
20.	Click the Report Manager link to retrieve the report. Report Manager



Step	Action
21.	<p>The Report Manager - List page displays.</p> <p>Click the Administration tab.</p> 



Step	Action
22.	<p>The Report Manager - Administration page displays.</p> <p>Click the Journal Line/Accounting Entry link for the report you just ran.</p> <p>Journal Line/Accounting Entry</p>
23.	<p>The Journal Line/Accounting Entry Reconciliation Report displays in a new window.</p> <p>Print the report, if desired.</p>
24.	<p>You have successfully completed the <i>Running the Journal Line/Acctg Reconciliation Report</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Run the Journal Line/Acctg Reconciliation report <p>End of Procedure.</p>

Course Summary



Congratulations!

You have successfully completed the *GL220 Creating and Managing Journal Entries (DBF)* course. In this course, you have learned how to:

- Create and post journal entries for reclassifications, adjustments, accruals, one-sided transactions (that do not go on the Daily TRN file), Inter-Agency Payments
- Create **Standard Journals** to generate recurring journals or to create template journals
- Unpost journals
- Process a group of journal at one time (i.e., in batch)
- Use **General Ledger** online inquiries and reports to view journal and accounting information

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gears@mdcourts.gov (<mailto:gears@mdcourts.gov>).